

7th February, 2018

Dear Parent/Carer

Duke of Edinburgh Bronze Award

Your child has expressed an interest in undertaking the Duke of Edinburgh Bronze Award. This letter and the booklet given to students summarises the information you need and the actions you now need to take if you wish your child to participate in the Award Scheme.

If your child chooses to undertake this award they will need to participate in a skill, a physical activity, volunteer and complete two expeditions (a practice and an assessed). Two of the three sections (not expedition) need to be completed for a period of 3 months and the third for a 6 month time period. Your child will need to start their skill, physical and volunteering in November so they have enough time to complete these sections before they undertake their expeditions.

A payment of £50 will be required. This amount will cover the cost of registration with the Duke of Edinburgh Award Scheme and the full costs for both the practice and assessed expeditions. Details of how payment can be made and financial assistance are shown on the back of this letter.

Please ensure you have completed a 'Participant Enrolment Form' and returned it to me.

More information can be found on the school website and the DofE website (<http://www.dofe.org/>)

Yours faithfully

**Mr A Disney
Duke of Edinburgh Manager**

Duke of Edinburgh Bronze Award

Student's name: Form:

Please tick the appropriate boxes:

- I confirm that my son/daughter has permission to undertake the Bronze Duke of Edinburgh Award.
- I enclose a non-refundable payment of £50 (Cheques to be made payable to Carleton Community High School).
- Payment made online.
- My child is in receipt of Free School Meals. Please provide details of financial assistance available.
- I acknowledge the need for responsible behaviour on the part of my child.
- I understand that my child will be withdrawn from the award if they do not meet behaviour expectations within lessons.
- I give permission for any medical treatment, including the use of anaesthetic, to be given in case of emergency.
- My day/evening phone numbers are:

If there is any medical information you feel we should be aware of, or new information that may not be on our school computer already, please write overleaf. Existing conditions which the school is aware of need not be added.

Please return this slip to the Finance Office



CARLETON COMMUNITY
HIGH SCHOOL

Carleton Community High School
Green Lane
Carleton
Pontefract
WF8 3NW
Tel: 01977 781555

The cost includes practice and assessed expeditions, insurance and administration.

Please return the enrolment form and permission slip, along with your payment, to the Finance Office By Tuesday, 20th February 2018.

Payments can be made by cash, cheque (payable to Carleton Community High School) or online. If you require further information regarding online payments please contact the Finance Office.

If a cheque is returned by the bank, the option to pay by cheque will be withdrawn by the school in future. It is likely that the bank will make a charge to you for the returned cheque.

Places cannot be offered to families where there is an outstanding debt to the school.

Financial assistance up to 50% of the final cost may be available for students who are receiving or have received free school meals in the past. Please contact Janis Lockett, Finance Manager for further information.

A confirmation text message will be sent to parents to confirm that their child has a place.