

BY/LP

19th November 2020

Dear Parent/Carer

Duke of Edinburgh Award at Southam College

I am delighted that your child would like to do the Duke of Edinburgh Award with Southam College. Please find below the details of registration and dates for payment.

Please complete the application form and pay the initial deposit of £30 via Parent Pay. This deposit is spent immediately to register your son or daughter with the Awarding Organisation and is not refundable if a student withdraws. Please pay the deposit by Friday 4th December 2020, or contact Mr Bradbury by e-mail if you are unable to do so, but still wish to participate.

Payment dates for each award level are enclosed. Parent Pay is our preferred method of payment. Please do this by logging into your ParentPay account and select the applicable award. If you require a log in, or have a query or issue with paying via this system, please contact the finance team on 01926 812560 option 2, or email financesouthamcollege@welearn365.com.

For students who are in receipt of Free School Meals, we offer the award at a 40% discount once the initial £30 deposit has been paid. For students who are in Local Authority Care, we offer the award fully free of charge. Please contact Mr Bradbury if you wish to take up this offer.

If a student wishes to drop out prior to 8th March 2021, you will receive a full refund of all monies paid except for the initial deposit. However, any withdrawals after this date will unfortunately not be able to receive a refund on any monies paid, except in circumstances where the expeditions have to be cancelled beyond the school's control.

Once we have received your deposit, we will register your child on the D of E Website. **They will then receive an e-mail to enable them to log in to the www.edofe.org website to their e-mail address.** It is important that each participant logs in and fills in their address, as the Award Packs from D of E will be posted to this address.

Once students have been registered, we will then endeavour to have a meeting with the students in each award level to 'launch' the award. However with the current COVID restrictions please be aware that the first meeting might not take place until the first official training day in 2021.

If you have any further questions regarding the above, please do not hesitate to contact myself or the finance office as appropriate.

Yours Sincerely



Keith Bradbury
D of E Manager
Head of Sixth Form

Encs.