

HB/KH  
18<sup>th</sup> October 2023

**Southam College**  
Welsh Road West  
Southam  
Warwickshire CV47 0JW  
**T:** 01926 812560  
**E:** southamcollege@stowevalley.com  
**www.southamcollege.com**

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.

It is important to note, attendance to the training and the expedition dates are compulsory, please check these before signing up and see Miss Brookes if there are any problems.

#### Bronze

Event	Dates	Location
Classroom training	3rd – 4th February	Southam College
Navigation training	3rd – 4th February	Southam and the local area
Practice expedition	3rd – 4th May	North Cotswolds
Qualifying expedition	17th – 18th May	South Cotswolds

#### Silver

Event	Dates	Location
Classroom training	2 <sup>nd</sup> March	Southam College
Navigation training	3rd March	Napton on the Hill
Practice expedition	22nd(evening) – 24th May	Clent Hills, Worcestershire
Qualifying expedition	4th (evening) – 7th July	Peak District

#### Gold

Event	Dates	Location
Classroom training	2nd March	Southam College
Navigation and Practice expedition	20th (morning) -23rd June	Brecon Beacons
Qualifying expedition	10th (evening) – 14th July	Snowdonia

To register, please complete the Microsoft Form to register your child. <https://forms.office.com/Pages/ResponsePage.aspx?id=vpePRGp9TEW5sgvmGPXN3LGRJD8yQdjdFvkE42q2nG-FUM1E2MUU3SEtIOUY4ME01QUVVRTFIVzBQMy4u> and pay the initial deposit of £30 / £32 via ParentPay.

This deposit is spent immediately to register your child with the Awarding Organisation and is not refundable if a student withdraws. Please pay the deposit by Friday 10<sup>th</sup> November 2023, or contact Miss Brookes by e-mail if you are unable to do so, but still wish to participate.

For ParentPay, log into your 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@stovevalley.com](mailto:financesouthamcollege@stovevalley.com)

For students who are in receipt of Free School Meals, we offer the Bronze and Silver award at a 40% discount once the initial deposit has been paid. For students who are in Local Authority Care or are a registered young carer, we offer the award fully free of charge. Please contact Miss Brookes if you wish to take up this offer.

If a student wishes to drop out prior to 10th February 2023, 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 DofE Website. The email used on the Microsoft form will be sent a log in to the [www.edofe.org](http://www.edofe.org) website. It is important that each participant logs in and fills in their address, as the Award Packs from DofE will be posted to this address.

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

Yours Sincerely



Miss H Brookes  
Teacher of Geography  
DofE Manager