



Headteacher: Mrs Lucy Miles
17th March 2023

Dear parents and carers

Bronze Duke of Edinburgh's Award

I am writing to update you on final dates and payment schedule for the Bronze Award.

As I am sure you are aware, your child has been attending sessions covering a variety of topics which finishes with an expedition.

As we have had a really positive turn out of numbers, we are splitting the groups over two weekends for their final expedition, there will be 4 groups participating on each weekend.

The dates are as follows:

Final expedition 1: Friday 9th – Saturday 10th June 2023 [Longrove Campsite]

Final expedition 2: Friday 23rd – Saturday 24th June 2023 [Longrove Campsite]

Equipment for the final expedition will be available to borrow in the form of tents, stoves, sleeping mats and ruck sacks on a first come first served basis. Loan of equipment can be arranged during the after school sessions.

Students should also factor into the cost of the expeditions, their own personal kit including walking boots, waterproof clothing, sleeping bag and food. Benefits and discounts are available at many stores for being part of the Duke of Edinburgh's Award; please see the DofE website for more information.

The total cost for the final expedition is £60. You have already made a £30 deposit payment, leaving a balance of £30 to be paid. We ask that you make this payment before Tuesday 2nd May 2023.

The school's preferred method of payment is to use Wisepay but alternatively you can make a cash or cheque payment to the Finance Office. For queries relating to making a payment, please email trips@highfield.herts.sch.uk

If for any reason you need to cancel your child's place, notification of cancellation must be made in writing to trips@highfield.herts.sch.uk and written acknowledgement will be made in response. Refunds can only be considered after the trip has taken place so that the full impact on finances can be assessed.

Please be advised that students who do not follow the school's Code of Conduct risk not being allowed on school trips. The final decision about whether a student will be allowed to take part in a school trip/visit always rests with the Trip Leader in consultation with the Headteacher and decisions will also be based around student's previous behaviour and attitude.

Please contact myself if you have any questions or queries.

Yours faithfully

Miss J Barnard

Bronze Duke of Edinburgh Co-ordinator, Head of Design Technology



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- I agree to pay the remaining balance of £30 before 2nd May 2023
- I understand my child will need to provide personal items of kit for the expeditions
- I will make payment via Wisepay (you do not need to return paper consent if paying via Wisepay)
- I will make payment via cash directly to the finance office (a receipt will be issued)
- I will make payment by cheque, payable to The Highfield School.
- I understand cancellations must be made in writing.

Student full name:.....

Student tutor group:.....

Full name of parent/carer with parental responsibility and with whom the child normally resides:

Print..... Sign.....

Mobile number:.....

Home phone number:.....

Work phone number:.....

Medical conditions, allergies and dietary requirements to be aware of:

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Our ref: VGP

