



Headteacher: Mrs L Ayling BA (Hons) NPQH

March 2018

Dear Parent/Carer

Duke of Edinburgh's Award
Practice Expedition – Saturday 28 April – Sunday 29 April 2018
Assessment Expedition – Saturday 19 May – Sunday 20 May 2018

I am writing to re-affirm your commitment to the Duke of Edinburgh's Award covering the above mentioned dates. Could I please ask that parents continue to follow the payment schedule in order that all monies are in place for us to make the first payment. The first half of payment to the Duke of Edinburgh is due at the end of March, therefore we will need all students to have paid, so that this payment can be made. I can guarantee that your daughter will have an amazing experience that will prove both invaluable to her both in a physical sense, but also in terms of her personal development.

The payment schedule is shown below:

Payment 1 – 31 October 2017 – £20.00 (deposit)
Payment 2 – 30 November 2017 – £30.00
Payment 3 – 1 February 2018 – £30.00
Payment 4 – 1 March 2018 – £30.00
Payment 5 - 1 April 2018 - £30.00

Full payment can be paid immediately if preferred. Cheques should be made payable to **Prenton High School** and have your daughter's name and form on the back. The balance for these payments must be paid **no later than Thursday 29 March 2018**.

If there are any issues regarding payment can I ask that you contact me at school immediately. If your daughter is not up-date on these payments by this date, we will assume that she no longer wants to participate in the Duke of Edinburgh's Award.

The second instalment of **£75.00** will be due by **30 April 2018**. This will be subject to change, depending on how much your daughter has raised in funds. If your daughter would like to know how much they have raised so far, please ask her to speak to Mr Robinson. Remind your daughter that it is her responsibility to raise funds to make this payment.

Please note that if your daughter changes her mind or personal circumstances change in any way, **the deposit is non-refundable and any additional monies paid towards the cost of the trip will be subject to cancellation charges which will vary dependent upon the date of cancellation.**

Yours faithfully

Mr N Robinson
Teacher of Humanities (Duke of Edinburgh's Leader)