



King Edward VII School

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20th November 2017

Dear Parent/Guardian,

Bronze Duke of Edinburgh Award

During Year 9 we offer students the opportunity to start their Bronze DofE Award. This is a fantastic opportunity for students to get their current skills and experience recognised as well as developing new skills and having new experiences.

Students sign up for the DofE by completing an enrolment form (attached) and returning it alongside using ParentPay for £19.50 to cover the cost of registering with the DofE. The enrolment fee is non-returnable. Alternatively, please bring the enrolment form along to the **information evening on 5th December** (details below). The deadline for enrolment will be **Friday 15th December**.

Students will be invited to take part in training for the expedition after February half term if they get started on the other sections of the award. The expedition training will include a residential where both training and a practice expedition take place. The cost of taking part in the training, practice expedition and actual expedition will be **£56**, which will be payable by **23rd March 2018**. More details on exactly what this does and does not cover will be available on the information evening. The expedition will take place over a weekend in **June 2018**, and students who complete their training and practice expedition, plus the other sections of their award will be invited to complete their qualifying expedition. **Total cost for enrolment, training and all expeditions is £75.50**

If money is the only thing that will stop your child achieving their Bronze DofE, please get in touch. There is an access fund to help students who may face a financial barrier to accessing the Duke of Edinburgh Award.

Enrolment forms need to be in by Friday 15th December.

There will be an initial training session on **Tuesday 9th January in the Assembly Hall at lower school from 3:10-4:00pm**. This meeting is for all students who enrol for DofE and will show them how to use the edofe online system for recording achievements.

More details on what the DofE is are on the reverse of this letter.



What is the DofE?

The DofE aims to encourage young people to develop as individuals by building skills of team-work, leadership, independence and time management through a personalised programme that should challenge young people. There are 3 levels – Bronze, Silver and Gold, which get progressively more demanding.

DofE Bronze

The DofE has 4 sections at Bronze level, all of which need completing in order to achieve your DofE. Ideas for what to do for each section can be found at www.dofe.org/sections. You can do something new or carry on with something you already do for each section. For the Volunteering, Physical and Skill section students need to sort out what they are doing themselves. It is the responsibility of parents/guardians to check that any activity is appropriately managed and insured.

The sections are as follows:

Section	What is involved	Timescale
Volunteering	1 hour or more per week for 3 months undertaking service to individuals or the community, receiving no payment or reward for it. <i>This cannot be done for a business or profit making organisation.</i>	3 months
Skill	1 hour or more per week for 3 months developing practical and social skills and personal interests. This could be, for example, musical, artistic or linguistic.	3 months
Physical	1 hour or more per week for 3 months improving in an area of sport, dance or fitness activity	3 months
Expedition	Planning, training for, and completion of an adventurous journey over 2 days, camping and carrying all kit required.	Plan, train for and complete a 2 day, 1 night expedition
<i>All participants must undertake a further 3 months in the Volunteering, Physical or Skills section.</i>		

Assessors

Each section must have an assessor. **This must be an adult who is not related to you.** For the expedition, the school arranges assessors. The role of the assessor is to check that you have set some goals for your section, confirm that the goals are met, and confirm that you have taken part in the activity on a regular basis (i.e. 1 hour per week) for the 3 to 6 months you've decided on.

Time commitment

In order to complete your award, you will need to have an hour a week available for each of the Volunteering, Physical and Skill sections, plus be available for the expedition training sessions and for planning your expeditions.

eDofE – www.edofe.org

All students **must** use eDofE to record what you are doing for each section, who your assessor is, your targets and how long you are doing it for. An assessor report needs uploading once a section is completed. This can be done by them completing the correct Assessor Record Page you get in your Welcome Pack, which then needs to be photographed and the photo uploaded. Alternatively assessors can comment directly online at <http://www.dofe.org/assessor/>. Assessors will need your eDofE Participant ID number, which you will get with your Welcome Pack, and will also be shown when you log in to eDofE.

Reviewing progress

You should **receive your Welcome Pack at the training session on 9th January** where you will be shown how to use eDofE. You will be expected to log in over the following week and fill in what you are doing for each section. Once this is done and your activities have been approved you will then be invited to take part in the expedition. **All information MUST be on eDofE by Friday 16th February 2018 otherwise you won't be able to train for and take part in the expedition through school.** Students will choose expedition teams of 6 or 7 once invited to take part in the expedition.

If money is the only thing that will stop your child achieving their DofE, please get in touch, as we should be able to provide financial assistance

Training and expedition

Training will take place over 3 main sessions which will run after school over 3 weeks starting 27th March, 16th April and 23rd April which will cover 4 hours of 1st Aid and 2 hours of practical camping skills. More details to follow once enrolled. There will also be a few 1 hour sessions after school.

What happens next?

- 1. Information evening Tuesday 5th December 7pm-8pm Lower School Hall.**
- You need to complete and return the attached enrolment form, along with the enrolment fee of £19.50. This needs to be done by **Friday 15th December.**
- You need to decide what you will do for your volunteering, physical and skill and get started on them.
- You will receive an email to your school email account when your enrolment form has been processed – at this point you can log on to eDofE and get started.
- You will receive a Welcome Pack at the training session on **Tuesday 9th January 3.10pm-4pm.**
- You need to log into eDofE by **19th January so we know you can access it.** The details for your volunteering, physical and skill need to be on edofe by **Friday 16th February**
- You will then receive an invitation to take part in the expedition and choose groups.
- Payment and groups need sorting by **Monday 23rd March 2018**
- Training sessions will start from **Monday 26th March 2018**

Important dates

<u>Date & Time</u>	<u>Event</u>	<u>Notes</u>
Tuesday 5th December 7pm-8pm	Information evening	In Lower School Assembly Hall
Friday 15th December	Enrolment forms and money needs returning	£19.50 and enrolment form need returning
Tuesday 9th January 3:10pm-4:00pm	Training Session	Using eDofE in Assembly Hall
Friday 16th February	Volunteering, Physical and Skill activities need to be put on eDofE	Welcome packs with log in details will come out in the training session on Tuesday 9th January
Tuesday 6th March 3:10pm-4:00pm	Training Session	Introduction to the expedition in Assembly Hall
Friday 23rd March	Payment and groups need sorting, Parental Consent forms need returning	Details of how to do this will be in your invitation to the expedition
w/c 26th March 3:15pm-5:30pm	Training Session	Practical Camping Skills – will go outside meet in Assembly Hall
w/c 16th April June 3:15pm-5:30pm	Training Session	First Aid I – may go outside meet in Assembly Hall
w/c 23rd April 3:15pm-5:30pm	Training Session	First Aid II – may go outside meet in Assembly Hall
7:00pm Friday 11th May	Training residential starts at Knotlow Farm	Students need to make their own way to and from Mandale Farm
3:00pm Sunday 13th May	Training residential ends at Knotlow Farm	Students need to be picked up from Mandale Farm

25th June to 27st June and 27st June to 29th June (dates provisional at present) The expedition in the Derbyshire Peak District. Arrive on the Friday evening (Students in school that day), and return on the Sunday afternoon. More details to follow. Half the students will do the expedition each weekend. I hope that your child takes this chance to work towards their Bronze DofE Award.

If you need any further information please call or email dofebronze@kes.sheffield.sch.uk

Yours faithfully.



Mr Ward



Bronze Duke of Edinburgh's Award Enrolment form King Edward VII School



Return by **Friday 15th December** with **ParentPay** payment for **£19.50** to main office

You will get an email to your school email address once enrolled

First Name:	Form:
Surname:	Date of Birth:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address:	
	Post Code:
Home phone number:	Student mobile phone number:
Emergency contact 1 name:	Relationship to you:
Emergency contact phone number(s):	
Emergency contact address:	
Emergency contact 2 name:	Relationship to you:
Emergency contact phone number(s):	
Emergency contact address:	
<p>Special educational or medical needs and/or disabilities: <i>Please list <u>anything</u> that could have an impact on your abilities to take part in the award, especially the expedition section. Continue on back if necessary. DofE <u>IS</u> achievable by <u>ALL</u>, so we will do everything we reasonably can to facilitate your success.</i></p>	

Declaration:

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the online eDofE system. I acknowledge that this system has a set of terms and conditions available at www.eDofE.org that I agree to.

Name	Signature	Date

Consent of parent or guardian

I agree to my son / daughter / ward doing a DofE programme. I note that it is my responsibility to check that any activity my son / daughter / ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by King Edward VII School.

Name	Signature	Date

