



Dear Parent/Guardian,

Starting the Bronze Duke of Edinburgh Award

Your child has recently applied for and been accepted onto the Bronze Duke of Edinburgh Award at OWS. They have completed an application form stating why they are interested in completing the award and given suggestions of activities they would potentially like to undertake for their volunteering, physical and skills sections. The first initial deposit payment of £40 should have also been made, allowing us to officially enrol your child onto the programme.

This letter should outline the next steps in your child's journey to completing their Bronze Award.

1) Login and setup of eDofE accounts

There will be a mandatory after school session on **Wednesday 2nd November 3.15pm – 4.15pm in the East Hall** for all Bronze students. In this session, we will be officially logging students onto the online "eDofE" portal, which is used to track and register the completion of each section of the award officially with DofE. They will need to know what activities they would like to do by this date.

Please note: we are aware that auditions for the school production is on at the same time as our login session. If your child intends to audition, or cannot attend for another valid reason, please can they come and speak to either myself or Ms Waldron, so we can arrange to log them on at a different date.

Students will be able to access the eDofE portal from an app on their phone, or via the website www.edofe.org. They will be required to enter the details of the activities they would like to do for their volunteering/physical/skills sections. These will then be approved by DofE and students can then begin to complete each of their activities for approximately an hour a week. The sections run for either 3 or 6 months. If students have already started their activities – that's great! eDofE will allow students to backdate each section by up to 3 weeks.

2) Starting volunteering/physical/skills sections

Students are responsible for keeping track of their progress with each of the three independent sections. We have provided each student with a paper log, so they can write down what they have done each week towards each activity. Students can also upload documents or photos to eDofE via the app or website.

When students complete the full 3/6 months, they must speak to the adult they have identified to act as their assessor for that section. This adult can then visit www.dofe.org/assessor and complete a short assessor's report outlining what the student has done to complete the section. Any evidence gathered by students e.g. the written log, should be shown to their assessor to allow them to write a detailed report. This will then be submitted to us at OWS for section approval.

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If a student misses their activity for a week – this is fine, the sections should be the equivalent of an hour each week, so if a student needs to miss a week, they can simply do another hour at another point in time. The sections cannot be completed on eDofE until the minimum time for each has passed, however they have no strict deadline. We ask that students complete at least 2 of the sections before they go on expedition.

If a student can no longer complete an activity – DofE allows for one change of activity if required e.g. if a club stops running, or health issues affect completion. Students will need to check with either myself or Ms Waldron before changing an activity.

3) Start thinking about the expedition section

Full information will be provided for students in the Spring and Summer term regarding the training and qualifying expedition. We are still finalising dates for the 2day/1night expedition in the Summer term. We are hoping to run after school training in the East Hall on the following dates 3.15pm – 4.30pm:

Tuesday 17th January – Navigation skills
Tuesday 24th January – Campcraft
Tuesday 31st January – First aid and emergencies
Tuesday 7th February – Routes and expedition planning

Students may want to start thinking about how they may cope walking long distance on expedition. If students are not used this, we recommend starting to complete 1-2 hour walks around their local area, to start to build up endurance and stamina in advance of training.

4) Payment schedule

Thank you to everyone who made the initial deposit payment of £40 by the deadline. This money allows us to enrol students onto the award. There will be two further payments to be made over the next few months, which will allow us to organise and run the expedition section, providing full equipment, travel, campsites, staff etc. Payments are due on the following dates:

Payment 2: £40 due Friday 13th January 2023
Payment 3: £40 due Friday 3rd March 2023

I hope this letter answers any questions you may have regarding the next few months of the Bronze award. If students have any issues or queries, they should come speak to myself or Ms Waldron at a lunchtime drop-in session (details will be on our classroom doors). If you need any further information at this time, please email tegan.ransom@oldburywells.com.

Kind regards,



Miss Tegan Ransom
Duke of Edinburgh Manager at Oldbury Wells School