

Dear Parent/Carer

November 2018

Your son/daughter has expressed an interest in participating in the Duke of Edinburgh's Award Scheme (DofE), Bronze Level.

The Duke of Edinburgh's Award requires a commitment to voluntary effort and a substantial contribution of leisure time. Adequate evidence of these must be shown. The Expedition Section will be organised through school. The other sections must be organised by the participant (with guidance if necessary). A competent, qualified person must monitor these activities. The support and encouragement from parents/carers will ultimately lead to a rewarding and successful award programme for your son/daughter. The main reason for failing to achieve the award is *losing momentum, and not keeping up with posting evidence online and getting the assessor to sign off each section* (more later). This is where parental involvement, support and encouragement can make all the difference.

To complete the Bronze Award, **four separate sections** must be completed.

These are;

1. **Volunteering:** This section is based on the belief that members of a community have a responsibility to each other and self-awareness and personal growth can be achieved by offering your services to others.
2. **Skills:** This section encourages young people to pursue activities within a wide range of practical, cultural and social environments. This may be an existing interest or something entirely new.
3. **Physical Recreation:** This section encompasses a wide range of activities in the belief that;
  - A lasting sense of achievement and satisfaction is derived from meeting a physical challenge.
  - Sports are enjoyable and can lead to the establishment of a lasting active lifestyle.

**CARE**


**ASPIRATION**

**RESPECT**

**DETERMINATION**

Wiveliscombe, Taunton, Somerset, TA4 2NE

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 01984 623483

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#### 4. Expedition: This is made up of three parts

- (i) Regular weekly lunchtime training sessions.
- (ii) The actual walking part, includes; preparing a route with a purpose, cooking, and two days walking and one night camping.
- (iii) Giving a presentation based around the expedition. Participants will also attend lunchtime meetings with their group mentor to check on progress.

Details of all the training and expedition dates are on the next page for you to check, enter into your diaries and to keep as permanent record.

The first step is for each student to return the attached 'intentions' sheet. My introductory assembly has explained that **they** must choose three activities for the award's Volunteering, Skill and Physical sections. They should choose personal goals to work towards as they devote 1 hour per week to their activity. (Two will be done for 13 weeks; one activity will be nominated to run for 26 weeks.) Suggestions of various activities and clarification on many common queries can be found on

[www.dofe.org](http://www.dofe.org)

They should also approach somebody to act as their assessor for each section **and gain their agreement. This needs to be confirmed in writing or via email.** This person should be someone of experience, but **may not be a family member**. Their commitment is to confirm that the participant has attended for one hour per week and worked towards their personal goals for the duration of the activity. A brief written or uploaded statement to that effect is required to complete each section.

Each pupil's sheet should also include the names of the other six members of the expedition team and signed parental consent to an intent to pay for the scheme and support your child in keeping their evidence up to date, and attending all the training and walks. If the participant is not already in a team of seven, then an individual application may be submitted, or a group of 2, 3 or 4, and we will endeavour to create a suitable team if possible.

Places are strictly limited, and only the first 8 **teams** to return ALL 7 COMPLETED AND SIGNED INTENTION SHEETS will be guaranteed places. After that a list of reserves will be made. Once they have been chosen to start their DofE program, your child will be given their login details for [www.eDofE.org](http://www.eDofE.org) (the online record system) and a *Welcome Pack* which contains: a *Little Book of DofE* to tell them everything they need to know; a *Keeping Track* booklet for them to log their activities in and an *Assessor Card* for each section. These may be given to their Assessors, providing them with information on what is required in their role and how to complete the **crucial final assessment**.

There is a charge of £25.00 levied by Somerset DofE, our operating body, for the entry into the Award Scheme at Kingsmead. This covers the eDofE welcome pack, online account and the expenses of administering the Award Scheme.

There will be one practise walk and two expeditions. (See attached dates). **Attendance on all three dates is crucial to complete the award.** To cover the expenses of mounting the expeditions, there will be a non-refundable charge of £45.00 per participant which covers **both** the practise expedition and the final assessment. This includes insurance cover, camping fees, transport to/from Exmoor (*on the practice expedition only*), admin etc. Participants will also receive a 'Kingsmead DofE' T-shirt.

Camping equipment can be hired from the Somerset County Council Youth Equipment Store (Y.E.S.) This is organised through the school. Pupils are free to use any suitable equipment they own or can borrow for the two expeditions. Please note: Only small, compact gas stoves are acceptable. NO liquid burners. Gas canisters will have to be purchased independently as neither Y.E.S. or the school supply resealable gas canisters. Students will be given a list of items with prices available to hire as they complete the training, along with a full kit list detailing individual and team requirements. These, along with other reference documents can also be found on Firefly [Click on Resources > Extra-curricular > DofE].

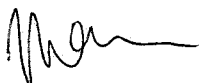
If your son/daughter needs to hire equipment, we will then require a £30.00 holding fee. You will then pay for the individual items hired via Parentpay and, as long as items are returned in exactly the same order as given out, your holding deposit will be returned to you after the final assessment in the September. This is entirely separate from the joining/admin fee and will be dealt with closer to the time of the actual expeditions.

With the welcome pack comes a discount card (10% off) for use at various outdoor equipment shops such as Cotswold, GoOutdoor and Taunton Leisure. Please bear this in mind before purchasing any equipment.

**Please be aware: Pupils are NOT signing up solely for a camping experience. If they are NOT making sufficient progress in their Volunteering, Physical and Skill section, and updating evidence on their online profile - they will NOT be allowed to participate in the expeditions.**

Once your son/daughter's team has been accepted onto the program, please log on to your parent pay account and pay £25 by Thursday 31<sup>st</sup> January 2019 followed by the remaining £45 by Tuesday 30<sup>th</sup> April 2019. **Any applications after this date may not be accepted as the places may be offered to others.** Please let the finance office know if the costs may be difficult to meet. If your son/daughter is eligible for Free School Meals or if you are on Income Support, Income Based Job Seekers Allowance or Child Tax Credit and are unable to meet the whole cost, please contact the finance office. There is also a DofE bursary fund which we can apply to for support in meeting all the costs of participation.

Yours sincerely



John Norman

Head of Year 9 (into 10)



Alan Green

Duke of Edinburgh Award Co-ordinator

# Dates of Duke of Edinburgh Bronze Award 2020

PLEASE KEEP THIS SHEET SAFE FOR YOUR RECORDS

*These events must be attended in order to complete the Award.*

**Practice Expedition - Exmoor [Saturday 28<sup>th</sup> - Sunday 29<sup>th</sup> September 2019]**

**Practice Walk - On the Quantocks\* [Sunday 26<sup>th</sup> April 2020]**

**Assessed Expedition - Exmoor\* [Saturday 16<sup>th</sup> - 17<sup>th</sup> May 2020]**

**There will also be a day off curriculum for planning the assessed expedition route and presentation project.**

**(\*) Parents are responsible** for ensuring students get out on to the Quantock Hills for orienteering on 26<sup>th</sup> April. On the final assessed expedition, students will need to be brought to school to meet their assessors AND THEN taken to their various start points on Exmoor. Students will then need to be collected from the finish point in Winsford on the Sunday between 2-3pm. It is **only** the practice expedition which the school provides transport for.

Further details of exact times will be issued nearer the time. I will be in regular contact throughout the year with updates and reminders via tasks set on Firefly. Reference documents can also be found on Firefly [Click on Resources > Extra-curricular > DofE].

The ethos of the Duke of Edinburgh Award is to encourage independence and drive as well as team work and planning. We would therefore encourage participants to exchange contact numbers, and arrange *which* parents will take *which* participants on each of the delivery/collection duties.

If you have any further questions *which are not answered on the DofE website*, [www.dofe.org](http://www.dofe.org) please contact Alan Green, Award Coordinator at [alan.green@kingsmead-school.com](mailto:alan.green@kingsmead-school.com)



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**Dates of Duke of Edinburgh Bronze Award 2019-20**  
**INTENTIONS: Section 1: to be completed by student**



Name ..... Tutor Group .....

Intended team mates: 1) ..... 2) .....  
 3) ..... 4) .....  
 5) ..... 6) .....

My intended activities are:

	Volunteering	Skill	Physical
Nature of activity?			
What goals will you aim to achieve?			
Where will you do it?			
Who will assess you?			
What is their position?			
Assessor's tel. no.			
Assessor's email			
<p><b>Each assessor must confirm <i>in writing</i> that they are happy to supervise your activity.</b>            This may be a brief note attached to the application,            or an email directly to <a href="mailto:alan.green@kingsmead-school.com">alan.green@kingsmead-school.com</a>            or an email response to you personally, which is then forwarded on to Mr Green's email account.</p>			
Which <b>one</b> will you do for 26 weeks?	13 weeks / 26 weeks	13 weeks / 26 weeks	13 weeks / 26 weeks

**Some Frequently Asked Questions:**

- Whilst it is important to understand the requirements of all 4 sections, we fully understand that these initial plans may change in the course of time. 'Intentions' stated here are by no means final and binding, but **careful consideration of these choices now will lead to a better chance of completing the award.**
- Participants do not have to undertake their volunteering, physical and skill sections with fellow team mates, though they may do so if they wish, or with students in other teams.
- Activities **must not** be part of the school curriculum (e.g. PE or Food Technology lessons) but **may** be done at school, for example; mentoring, training for a sports team, or attending a regular club.
- Activities such as swimming or martial arts **are considered physical** i.e. it's good exercise. Although there is undoubtedly skill involved these activities MAY NOT be used for the skill section; choose again! Unless you are learning for a qualification such as referee credentials.
- Pupils may choose an activity they are currently doing, and **one section** can be back-dated to include hours already completed. **However it is in keeping with the ethos and aims of the Duke of Edinburgh's Award that this is an opportunity to try new things, meet new people and set yourself challenging goals.**
- Breaks in an activity, e.g. for holidays, are allowed, so long as the 13/26 hours are completed.

Please go to [www.dofe.org](http://www.dofe.org) for a full list of conditions, as well as suggested ideas for activities you might like to choose.

I will attend regular meetings with my team leader, update my evidence on my edofe profile and undertake all training sessions.

Signed (by student) .....

Date .....

**Section 2: to be completed by parent/carer**

I will support my child in making decisions about which activities to choose; what goals to set themselves; updating and completing their edofe evidence records; and, critically attending ALL of these dates, in order to complete the Award.

Confirmed Dates:

Practice Expedition - Exmoor [Saturday 28<sup>th</sup> - Sunday 29<sup>th</sup> September 2019]

Practice Walk - On the Quantocks\* [Sunday 26<sup>th</sup> April 2020]

Assessed Expedition - Exmoor\* [Saturday 16<sup>th</sup> - 17<sup>th</sup> May 2020]

There will also be a day off curriculum for planning the assessed expedition route and presentation project.

\*[Parental lifts required]

I agree to pay the non-refundable £25 joining fee through Parent Pay by Thursday 31<sup>st</sup> January 2019 followed by the remaining £45 by Tuesday 30<sup>th</sup> April 2019, once my child's team has been accepted onto the award program. [Part refunds may be agreed only if the withdrawal is on medical grounds.]

I understand that I will have to pay the £30 holding fee, as well as all hire costs, only if we wish to hire camping equipment through the school.

Signed (by parent/carer).....

Date .....

**Duke of Edinburgh 2019-2020**



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Return to: Mr Green WITH THE REST OF YOUR TEAM'S INTENTIONS FORMS

**By Friday 11<sup>th</sup> January 2019.**