



WEST HILL SCHOOL

Aiming High Since 1927

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November 2023

Dear Parent/Carer

I am writing to confirm your son's place on the Bronze Duke of Edinburgh's Award. As detailed at the launch evening and in the declarations on the sign-up form, keeping this place is dependent on good attendance and behaviour both within school and whilst on the award. Any student failing to meet our standards will be asked to leave the award.

The remainder of the fee due is **£90**, which needs to be paid using the **School Gateway App** by Thursday 28th March 2024. Instructions on how this can be done can be found on a separate sheet in this pack.

Your son should now be completing his **volunteering, skills and physical** sections. He is required to undertake an hour per week on each of his chosen activities, with **two sections lasting for 3 months and the other for 6 months**. For each of these, he needs to choose an **assessor** who will be in charge of his progress and write an assessment at the end of the activity. Examples of a suitable assessor would be a sports coach, a music tutor or a charity shop manager. **An assessor cannot be a member of the student's family.** For suggested ideas on any of the three sections, please look at this page of the D of E website - <https://www.dofe.org/do/ideas/>

Your son has been given a set of coloured cards, which are where details of weekly activities need to be logged. It is recommended you set aside a period of time each week to complete these, getting into a good routine to ensure they are kept up-to-date, with as much information about the activities as possible. He should also regularly take photographs of his activities, or of him taking part in them, as evidence. For example, pictures of him volunteering in a shop, examples of food cooked, or playing a sport.

Whilst your son needs to keep a hard-copy record on the coloured sheets, he will also need to complete an online profile on the eDofE website, as this will be submitted on completion of the award. To do this, he needs to attend an after-school session in an ICT room, as detailed below.

Forms	9W / 9E / 9S
Date	Wednesday 15 th November
Time	3pm – 4pm
Rooms	IT5 and IT6

Forms	9T / 9H / 9I
Date	Thursday 16 th November
Time	3pm – 4pm
Rooms	IT5 and IT6

During this session, your son will be completing personal details and information on his award sections, as well as being shown how to add evidence to his profile. It is essential he attends the session, as he will not be able to complete the award without doing so.

There will be further sessions on the eDofE website in the summer term, in order for students to complete their profile before they are submitted.

PTO



The **expedition** section of the award consists of two events. Firstly, a school-based training expedition, where basic kit, along with a packed lunch and evening meal, will be required. Expedition two will be the overnight qualifying expedition where full kit is required, with a copy of the kit list attached to this letter. Your son **must** attend both of these events in order to complete the award.

The dates for the expeditions are:

Date	Expedition	Location	Start	Finish
Saturday 18 th May	Training	School grounds to Hartshead Inn	9am	Approximately 4pm
Saturday 22 nd / Sunday 23 rd June	Qualifying	School to Tintwistle	9am	Approximately 1pm

All dates/times are subject to change, with final details being confirmed before each expedition.

If you have any questions, please contact me via email at lawton@westhillschool.co.uk

Yours Sincerely

Mr J Lawton

D of E Manager