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4 October 2024

Dear Parents/Carers

Duke of Edinburgh's Award Scheme

This morning, Year 9 students had an assembly informing them about the opportunity to take part in The Duke of Edinburgh's Award scheme at Bronze level. Please read the information below to learn what is involved and how your child can apply. Please note that the process has changed from previous years – as detailed below.

The Award

The Duke of Edinburgh scheme aims to aid the holistic development of pupils. It is fun, challenging and valued by employers as it shows commitment, time management and a diverse skill set. To complete the award, pupils must complete 3 months of volunteering, physical activity and learning a new, or improving an existing skill. At least one of these must be done for an additional 3 months. Information about the kinds of activities which are appropriate for each section was shared in this morning's assembly, and more information on these criteria can be found here: <https://www.dofe.org/do/timescales/>

To ensure the best chance of success, it is essential that the students are dedicated to the award. It will call for excellent time management skills, so that pupils can fit everything in without compromising their school work. I ask for your support with this, encouraging your child to carefully consider the independent activities they choose to participate in. Many of these activities can be completed in extra-curricular clubs at school, although students may wish to choose an activity which they complete at home or through an external club or society.

Applications

Students can apply to enrol on the scheme by following this link - <https://forms.office.com/e/0KCsZRNgQQ>. Please complete the application form with your son/daughter and make payment via ParentPay. Please complete all sections of this application form and submit it **by Wednesday 23 October 2024**. Following completion of the Microsoft form and payment on ParentPay, students will be invited to an after school session where they will be supported to register an account on eDofE. This payment goes directly to the Duke of Edinburgh scheme and is non-refundable. If accepted, enrolling on the scheme will allow them to begin completing their Physical, Volunteering and Skills sections. There will be **two compulsory sessions after school on Tuesdays (3.20pm to 4.20pm)** in November to support this and to show them how to access their eDofE account. These sessions will also be available to students to review on a DofE Google Classroom.

If your child has any questions about any aspect of the Duke of Edinburgh Award in school, please ask them to speak to Miss Burns (lbs@cardinalheenan.com) or Mr Jones (ljs@cardinalheenan.com). There is no limit on the number of pupils who can enrol on the scheme. However, we are only able to offer a limited number of places on the expedition. Students who do not gain a place on the expedition but complete the Physical, Skill and Volunteering sections will receive a Certificate of Achievement. This is the same as 2023-24 but a significant change from all previous years.

Expedition

In January, the students who have made the most progress in the three independent sections and have evidenced this on eDofE will be offered a place on our Expedition Preparation sessions and the Expedition itself. If they are not offered a place on the Expedition but complete their Physical, Volunteering and Skills sections by the end of the year, they will



receive a Duke of Edinburgh Certificate of Achievement Award. This can be converted to a Bronze Duke of Edinburgh Award should they complete their expedition at Sixth Form, College, or with an external provider.

Students who are offered a place on the Expedition will need to attend the Expedition preparation sessions which will take place on **Tuesdays after school (3.20pm to 4.20pm) between February and June**. Pupils **MUST** attend at least 80% of these sessions in person as they cover vital health and safety procedures in relation to the expedition. **If pupils fail to attend these sessions without a good reason or to show sufficient commitment to the award, staff have the right to withdraw them from the expedition this year.** We also reserve the right to withdraw students from the expedition if their behaviour in school does not meet the high standards required for a visit of this kind. Sessions will be uploaded to Google Classroom and pupils are expected to catch up on any work from sessions missed due to absence/illness to demonstrate that they are fully prepared for the expedition. **Preparation sessions will include a practice walk on Tuesday 29 April. The Assessed Expedition will take place on Saturday 7 and Sunday 8 June. Students will need to be dropped off at Conistone on the 7 June and picked up near Bolton Abbey on the 8 June. We encourage car sharing to minimise the impact on the local area.**

Costs

As detailed above, there is an **initial £28.43 registration fee for enrolment on the Duke of Edinburgh Award**. This payment goes directly to the Duke of Edinburgh scheme and is **non-refundable**. The estimated cost of the Expedition (including camping and equipment hire) will be **approximately £40 per pupil**. We will be fundraising throughout the year to help build up a stock of this equipment and any support or contributions would be much appreciated.

All payments to be made by ParentPay. This is available now. The first deadline for the £28.43 registration fee will be **Wednesday 23 October**. Failure to meet this payment deadline will also mean that we are unable to offer your child a place on the scheme. If you have any problems with the ParentPay system, you must email me on or before Wednesday 23 October with details of the issue so that we can work to resolve it.

There is some financial support available from school and the Duke of Edinburgh Award, please contact Miss Burns (lbs@cardinalheenan.com) or Miss Tiffany (vtv@cardinalheenan.com) if you would like to be considered for this support.

If you have any further enquires please contact us on the above telephone number at school or by email (lbs@cardinalheenan.com) or visit the Duke of Edinburgh website www.dofe.org which provides details of the award and ideas for skills, volunteering and physical activities.

Yours faithfully



Miss L Burns
Duke of Edinburgh Co-ordinators



Mr L. Jones
Curriculum Leader for Geography



Miss O Baldwin
Teacher of Science