



Dear Parents/Carers of DofE participants,

I hope your young people are thus far enjoying the activities they have undertaken for the Duke of Edinburgh's award. By this point in the year, all students should have started at least at their 6-month activity and must have submitted their programme planner for approval. Please can I ask that you all take a few minutes this week to log onto eDofE with your young person and ensure any programme planners for started activities have been submitted, any drafts planners are completed and submitted and any queries I have sent have been resolved. It is important that once a planner is submitted, the students check that it has been approved as in some cases changes are required or the activity has been submitted that does not fulfil the requirement of the section. A reminder that the assessor for the section can be any adult that is not a family member, they do not need to be an expert in what they are assessing.

Looking ahead to our expeditions in September, I would like to confirm that each student is still wishing to take part and can attend both expeditions. I will be asked by our expedition providers BXM outdoors to provide final numbers for these expeditions in the near future. Any students that are unable to make one or both dates in September but would still like to complete their award can register for an open expedition with BXM outdoors. If you have paid for the expedition with our school, there will be no additional charge for an open expedition if we notify BXM at this time.

A reminder that the final payment instalment is due by the **16<sup>th</sup> of April**. Unfortunately, if your young person chooses to withdraw from the award after the school has paid for the expedition at the end of April I will no longer be able to issue a refund unless there are mitigating circumstances. Therefore, please have a serious conversation with your young person to ensure they are still committed to completing the entire award and are on track to achieve at least the 6-month section and one 3-month section by September.

Once I have confirmation of students attending each expedition, I will be looking to hold a meeting with all students to select their expedition groups. This will assist me with my expedition planning and also allow me to meet with students in these small groups to check that they are all on track with their other sections. Details of this will be communicated shortly and shared with students in the pupil bulletin.

**Please take a few minutes to complete the form** to confirm if your young person will be attending our expeditions and that they are on track with their award. Please complete this by **Friday the 8<sup>th</sup> of March**. <https://forms.office.com/e/ReKd33GMMV>

If you have any questions, please contact me directly.

Best wishes,

Miss Morgan

DofE Manager

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