



January 2022

Dear Parent(s) / Carer(s),

## Year 9 - Bronze Duke of Edinburgh (DofE) at Toot Hill School

I am delighted to inform you that as a DofE Licensed Organization (LO), Toot Hill School is now able to offer your child the opportunity to complete the Bronze DofE Award. DofE is a holistic personal and character development experience which consists of Bronze (Year 9), Silver (Year 10) and Gold (Y12/13) awards (<https://www.dofe.org/>). In addition to helping young people develop a wide range of transferrable skills, it develops their C.V. and can give a competitive edge in college, university and employment applications.

### Familiarizing yourself with the ethos and aims of DofE

Your child will need your help to get the most from their DofE journey and it is important they have your support from the start. Please watch the short video below to familiarize yourself with DofE:

- Year 9 Bronze: [https://www.youtube.com/watch?v=Y7kY2w4A7\\_s&t=](https://www.youtube.com/watch?v=Y7kY2w4A7_s&t=)

### The Skill, Volunteering and Physical Sections

Young people must complete a **skill**, **physical** and **volunteering** activity for a pre-determined timescale. Plenty of fun activity ideas can be seen in appendix 1 or online at [www.dofe.org/do/ideas/](http://www.dofe.org/do/ideas/). Activities normally take place outside of school hours (minimum 1-hour per week) and as such your child is likely to need your support to find and arrange their activities, as well as identifying an independent assessor who signs to authenticate when an activity has been completed – this cannot not be a family member.

### eDofE App

Your child will administer their DofE Award via the handy eDofE App (<https://edofe.org/>) which they should download to their smart phone as soon as possible. The app should be used to record activities, track progress and upload evidence (e.g. photos) of achievements their assessor may wish to see.

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Executive Head Teacher: Sandra Paley BSc (Hons), PGCE, MEd | Head of School: Christopher Eardley BSc (Hons), PGCE, PhD

Toot Hill School is a member of the Nova Education Trust | Registered in England and Wales – No. 7635510

Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND



## The Expedition Section

Arguably the best part of DofE is the summer camping expeditions! Since we are expecting significant interest in DofE, we have appointed <https://wayahead-training.co.uk/> to lead our expeditions. We took this decision based upon their reputation for delivery across the East Midlands, the robustness of their Operating Procedures, their extensive operational experience and their levels of insurance and safety cover. In addition to being a DofE Approved Activity Partner (AAP), they also hold an Adventure Activities Licence (AALA) from the HSE, the Learning Outside the Classroom Quality Badge (LOtC) and the AdventureMark. All of these accreditations are indicators of best practice within the sector.

It is important to note that whilst delivery of the expedition content, supervision and assessment will be provided by instructors from Wayahead Training Ltd, a male and female member of Toot Hill school staff will be present to provide pastoral care, as necessary.

## Expedition Dates

Table 1. (below) shows the dates and locations of our bronze expeditions. Please note that we are providing two different dates for the qualifying expedition - your child only has to complete **one** of these.

Table 1. Bronze DofE Activities, Dates and Locations.

<b>Activity</b> (Training & expedition <u>must</u> be completed)	<b>Date(s)</b>	<b>Location</b> (details will be confirmed)
Bronze Training	Friday 22 <sup>nd</sup> and Saturday 23 <sup>rd</sup> April 2022 (no camping)	Toot Hill School & the Vale of Belvoir
<b>Option 1</b> Bronze Qualifying Expedition	Friday 10 <sup>th</sup> – Saturday 11 <sup>th</sup> June 2022 (camping)	
<b>Option 2</b> Bronze Qualifying Expedition	Friday 24 <sup>th</sup> – Saturday 25 <sup>th</sup> June 2022 (camping)	

## What if my child cannot make either of these expeditions?

If your child is unable to make either of these expeditions there are several options you can consider. Firstly, your child may be able to join a program being ran by a different community organization such as the Scouts, Guides or Army Cadets. Secondly, your child can register with Toot Hill School for a £35 fee that does not include the cost of the expedition. You are then free to explore the DofE Opportunity Finder ([www.dofe.org/opportunity-finder/opportunity-for-dofe-participant](http://www.dofe.org/opportunity-finder/opportunity-for-dofe-participant)) to find a more conveniently timed DofE expedition. Please be aware that we are providing this information so you can make an informed decision of what is best for your child. Toot Hill School cannot take pastoral care of your child if they participate in an independently organized expedition.

## Online (Teams) Parents Information Evening – Wednesday 26<sup>th</sup> January 2022: 19:00 – 19:30

Applications are welcomed now but you may wish to learn more about the DofE programme and the expedition service provided by Wayahead Training Ltd at our online parent’s information evening (Teams). Full information about the program and expeditions will be covered and you are very welcome to ask questions, should you wish. If you are unable to attend we will provide a link where the meeting can be watched.

### Cost & Payment Plan

The cost of the Bronze DofE Award is **£195\***. Discounts are available for pupils in receipt of Progress Plus and/or Free School Meal payments – please see below for more information.

To support parents with making this payment, we have set up a payment plan whereby the overall cost of your child’s DofE Award is split down into several more manageable instalments – see table 2. Payments must be made through SCOPAY. For any questions regarding payments, or to retrieve your ScoPay login details, please contact: [finance@toothillschool.co.uk](mailto:finance@toothillschool.co.uk)

Table 2: Payment Instalments

Instalments	Deadline for Payment	Bronze
		£
Instalment 1/3 – DofE Enrolment Fee (non-refundable)	31st Jan ‘22	35
Instalment 2/3 - Training Weekend Fee	11th Mar ‘22	80
Instalment 3/3 - Qualifying Expedition Fee	27th May ‘22	80
Total Fee		<b>195</b>

\*The payment includes a 20% saving off the RRP as the school is exempt from paying VAT. It is inclusive of enrolment fees (£23), access to the eDofE mobile app, and a contribution to the cost of the school’s DofE annual license fee/running costs. It also includes expedition tuition, supervision and assessment, campsite fees, group kit (i.e. tents, Trangia stoves, gas, group shelters, maps, compasses, first aid kits), a tracker per group, full public liability insurance and the completion of your child’s assessor report). Please note pupils must provide their own transport to drop off/pick up venues, personal equipment and food. Full details and a comprehensive kit list will be provided in due course.

### Progress Plus+ / Free School Meals

If your son/daughter is in receipt of Progress Plus+ or Free School Meals, the initial enrollment fee (£35) will be free of charge. If your child is also in receipt of Free School Meals, an additional 10% discount (£16) will be applied to the expedition costs. Any enquiries about Progress Plus+ should be made to our PP+ coordinator: Mrs. Carrie Morgan [cmorgan@toothillschool.co.uk](mailto:cmorgan@toothillschool.co.uk)

## Application Process

When the application window closes, we will allocate pupils to an expedition based upon their preferred dates. We will do our best to ensure all pupils receive their preferred expedition date. If demand is greater than capacity we may, in the spirit of fairness, need to randomly allocate pupils to expeditions. To help us with this process please give as much availability and flexibility as possible.

## Confirm your Child's Place Now

To confirm your child's place please make your payment via SCOPAY **and** complete this secure, online registration form: <https://forms.office.com/r/6GcJXd1Gwb>. Your child's place **will not** be confirmed until both payment and registration form are accurately returned.

The deadline for returning the application form and making Instalment 1 on ScoPay is: **Monday 31<sup>st</sup> January 2022**. Regretfully applications made after this date will not be processed.

I shall be in touch after the closing date for applications has passed and pupils have been allocated to expeditions. Further online training for pupils and parents will take place later in the spring/summer term.

Yours sincerely,

*M. Tinsley*

Mr M Tinsley

DofE Centre Manager

[mtinsley@toothillschool.co.uk](mailto:mtinsley@toothillschool.co.uk)

### Checklist for Parents

- Complete the compulsory application form: <https://forms.office.com/r/6GcJXd1Gwb>
- Make the non-refundable, Instalment 1 payment on ScoPay
- The deadline for returning the application form & Instalment 1 is **Mon 31<sup>st</sup> Jan 2022**
- Attend the DofE Teams Meeting from 19:00 – 19:30 on Wed 26<sup>th</sup> Jan '22
- Note the deadlines for payment instalments on ScoPay

**IMPORTANT: Your child's place cannot be confirmed unless both the online application form and Instalment 1 Payment (via ScoPay) are made by the published deadline.**

## Additional Notes

\* Year 9 pupils all join Bronze DofE as **Direct Entrants\*\***.

\* If a Year 10 student has completed the Bronze Award (including the expedition) they progress directly to Silver as normal.

\* If a Year 10 student has **not** started or completed their Bronze award, they can join the Silver programme as a **Direct Entrant\*\***.

\* If a Year 10 student has completed the Bronze DofE Certificate of Achievement (i.e. all activities are completed but not the expedition) they can progress onto the Silver Award as a progressing participant (i.e. NOT as a Direct Entrant\*\*) and will not need to complete the extra timescales. Their Silver practice expedition will also be classed as their Bronze qualifying expedition. Upon completion of the Silver practice expedition they will receive the full DofE Bronze Award.

^ Year 12 or 13 students who have not completed Bronze and/or Silver are welcome to join the Gold programme as **Direct Entrants\*\***. Whilst this is acceptable in the current circumstances, ordinarily we strongly recommend students gain experience through the Bronze and Silver pathways before commencing their Gold award.

\*\* A **Direct Entrant** is a participant who starts their next level before fully completing (or not starting) the lower level (i.e. start Silver before Bronze has been completely finished). A direct entrant is required to complete an additional six months of either the Volunteering section, or the longer of the Physical or Skills section.

