

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=

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/. 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.

Toot Hill School | The Banks, Bingham, Nottingham NG13 8BL

Telephone: 01949 875550 | Email: contact@toothillschool.co.uk | Website: www.toothillschool.co.uk

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









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.

Activity	Date(s)	Location
(Training & expedition must be completed)		(details will be confirmed)
Bronze Training	Friday 22 nd and Saturday 23 rd April 2022 (no camping)	
Option 1 Bronze Qualifying Expedition	Friday 10 th – Saturday 11 th June 2022 (camping)	Toot Hill School & the Vale of Belvoir
Option 2 Bronze Qualifying Expedition	Friday 24 th – Saturday 25 th 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) 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 26th 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 we 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

Table 2: Payment Instalments

Instalments	Deadline for	Bronze
mstaments	Payment	£
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		195

^{*}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 you 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

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 31st 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

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 31st Jan 2022	
•	Attend the DofE Teams Meeting from 19:00 – 19:30 on Wed 26th 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 students 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.

Appendix 1: Ideas for Skill, Physical and Volunteering Activities



Programme ideas: Physical section

When completing each section of your DofE, you When completing each section of your Doft, you should develop a programme which is specific and relevant to you. Many of the DofE programme activities can be adapted to meet the needs of young people with disabilities and some, referred to as adapted sports, are unique to disabled people.

This sheet gives you a list of programme ideas that you could do or you could use it as a starting point to create a physical programme of your own.

Water sports	
Canoeing	
Diving	
Dragon Boat Racin	
Free-diving	
Kite surfing	
Kneeboarding	
Rowing & sculling	
Sailing	
Skurfing	
Sub aqua (SCUBA	
diving &	
snorkelling)	
Surfing/body	
boarding	
Swimming	
Synchronised	
swimming	
Underwater rugby	
Wakeboarding	
Windsurfing	

Belly dancing Bhangra danci Supercross Ten pin boy Folk dancing

Salsa (or other Latin styles) dancing

Scottish/Welsh/ Irish dancing
Street dancing/
breakdancing
hip hop

Swing Tap dancing Racquet sports

Badminton Matkot Racketball RacketlonRackets Rapid ball Real tennis Squash Squash Table tennis

Aerobics
Cheerleading
Fitness classes
Gym work
Medau movem
Physical
achievement
Pilates
Pole dancing
Running/joggii
Walking

You can use the programme planner on the website to work with your Leader to plan and agree your

there is a range of exciting opportunities to help you complete this section at **DofE.org/finder**.

Doing physical activity is fun and improves your health and physical fitness. There's an activity to suit everyone so choose something you are really interested in.

Help with planning

BMX
Caving & potholing
Climbing
Free running
(parkour)
Los skating
Mountain biking
Mountain unicycling
Parachuting
Skytdiving Skateboarding
Skydiving
Snow sports (skiing,
snowboarding,
snowkiting)
Speed skating
Street luge

Aikido Capoeira Ju Jitsu Judo Karate Kendo Mixed ma Self-defen on Do

Wheelchair rugby

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Programme ideas: Volunteering section

should develop a programme which is specific and relevant to you. This sheet gives you a list of programme ideas that you could do or you could use it as a starting point to create a Volunteering section programme of your own.

You can find more information at **DofE.org/ volunteering** and there is a range of exciting opportunities to help you complete this section at **DofE.org/finder**.

It's your choice...

Promotion & PR Road safety

Mah Jongg

Motor sports

Power boating

Sports officiating

Alternative therapies

Democracy in action

Driving: car maintenance/car road skills

Driving: motorcycle maintenance/

Digital lifestyle

road skills

☐ Table games
☐ War games

Life skills

Marksm

Historical period re-enacting Kite construction & flying

to help your local community. You can use this opportunity to become involved in a project or with an organisation that you care about

Help with planning

You can use the programme planner on the website t work with your Leader to plan and agree your activity before you start. ramme planner on the website to

Before you begin, it is important to check that your volunteering meets the criteria for businesses and family members (see **DofE.org/volunteering** for

Helping people	Working with the environment or animals	Coaching, teaching an leadership
Helping children to read in libraries Helping in medical services e.g. Helping noder people Helping people in need Helping people with special needs Tutoring Young carer Youth work	Animal welfare Environment Rural conservation Preserving waterways Working at an animal rescue centre Litter picking Urban conservation Beach and coastline conservation Zoo/farm/nature reserve work	Dance leadership DoIE Leadership Group leadership Head student Leading a voluntary organisation group Girls Venture Corps Sea Cadets Air Cadets Jewish Lads' and Girls Brigade St John Ambulance
Community action & raising awareness	Helping a charity or community organisation	 Scout Association Air Training Corps
Campaigning Cyber safety Council representation Drug & alcohol education Home accident prevention Neighbourhood watch Peer education Personal safety	Administration Being a charity intern Being a volunteer lifeguard Event management Fundraising Mountain rescue Religious education Serving a faith community	- Army Cadet Force - Boys' Brigade - CCF - Church Lads' & Girls' Brigade - Girlguiding UK - Girls' Brigade - Sports leadership - Music tution

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Serving a faith community
Supporting a charity
Working in a charity shop



Programme ideas: Skills section

When completing each section of your DofE, you When completing each section of your Dotts, you should develop a programme which is specific and relevant to you. This sheet gives you a list of programme ideas that you could do or you could use it as a sterting point to create a Skills prograr of your own.

You can find more information at **DofE.org/skills** and there is a range of exciting opportunities to help you complete this section at **DofE.org/finder**.

Ballet appreciation Ceremonial drill Circus skills Conjuring & magic Majorettes Puppetry Singing
Speech & drama
Theatre appreciation

☐ Yoyo extreme Aerodynamics Anatomy App design Astronomy Biology Botany Coding/ programming Ecology Electronics Engineering Entomology

Marine biology

Paleontology

Ventriliquism

Help with planning

You can use the programme planner on the website t-work with your Leader to plan and agree your activity before you start.

to history & culture Care of animals

Agriculture (keeping livestock) Aquarium keeping

Rocket making

Website design

Dog training & handling Horse/donkey/lama/alpaca handling & care
Looking after birds (i.e. budgles &

Pet care - health/training/ maintenance
Pigeon breeding & racing

Church bell ringing Composing Evaluating music & musical performances Improvising melodies
Listening to, analysing & describing music

It's your choice...

oping a skill highs you get better at something you are interested in and gives you the confidence and ability to his skill both now and later in life.

Music appreciation
Playing a musical instrument
Playing in a band
Reading & notating music
I lactamena action pourie la miss

Forestry Groundsmanship Grawing carniverous plants

Vegetable growing

Cards fi.e. bridgel Clay target shooting Caxing Oycle maintenance Darts Dominoes Fishing/fly fishing | Flying | Gliding | Go-karting

First aid – St John/St Andrew/
BRCS Learning about the emergency services
Learning about the RNLI (Lifeboats) Library & information skills Life skills Massage Money management Conservation Navigation Public speaking and debating Skills for employn
Young Enterprise

Comics

Costume study

Aeronautics
Aircraft recognition Anthropology Archaeolog Bird watching Coastal navigation Coins Collections, studies & surveys

Contemporary legends

Dowsing & divining Feng Shui Floral decoration

French polishing
Furniture restora

Glass blowing

Glass painting

Lace making

Leatherwor

Marguetry Model construction

Photography

Rug making

Tatting Taxidermy

Textiles

Snack pimping

Soft toy making

Weaving and spinning
 Wine/beer making
 Woodwork

Mosaic Painting & design Patchwork

Potter Quilting Rope work

Interior design
Jewellery making
Knitting

Lettering & calligraphy Macramé

Fashion Forces insignia Gemstones Genealogy Heraldry

Sports leadership History of art
Language skills
Military history Movie posters Postcards

Reading
Religious studies Ship recognition Stamp collecting

Media & communication

Amateur radio Blogging
Communicating with people who are visually impaired Communicating with people who

have a hearing impediment Film & video making Journalism Newsletter & magazine

production Signalling
Vlogging
Writing

Basket making Boat work Brass rubbing

Building catapaul Cake decoration Camping gear making Candle-r Carlote-making
Canoe building
Canvas work
Carnival/festival float construction Ceramics Clay modelling
Crocheting
Cross stitch
DIY

Dough craft Drawing
Dressmaking
Egg decorating

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