

November 2020



Dear Parents

Duke of Edinburgh's Award Scheme – Bronze Award

I'm pleased to let you know that we intend to offer the Bronze Award over the course of the next 12 months. The DofE is a great chance for your child to broaden their horizons, discover new interests and talents, have fun with friends, develop essential skills for their future and achieve an internationally renowned Award. As DofE Coordinator, I wanted to send you some information about what a DofE programme involves, the benefits for your child and how they can sign up.

About the DofE

The DofE is non-competitive and open to all young people – it's about setting personal challenges and pushing personal boundaries. There are three levels of DofE programme which, when successfully completed, lead to a Bronze, Silver or Gold Award. Through their DofE, students will make friends and memories and build traits like confidence, resilience and self-esteem, which can benefit mental health. They'll gain skills and attributes for work and life, like problem-solving, team-working and self-motivation – and they'll achieve an Award that's recognised by top employers and can help them stand out when applying for university or jobs.

To achieve their Bronze Award, participants must complete four sections: Skills, Volunteering, Physical and their Expedition. Every young person's DofE programme is personal to them – they can choose what they'd like to do for their Skills, Volunteering and Physical sections, and most activities can count. We will provide guidance and support, and students can either choose to continue an activity they already do or discover something completely new. During and in the aftermath of the COVID-19 pandemic, participants who complete their Skills, Volunteering and Physical sections will also receive a DofE Certificate of Achievement – a formal recognition, by the DofE, of their efforts at this extraordinary time. Activities for each section take a minimum of one hour a week over a set period of time, so they can fit around studying, hobbies and social lives. For more details about programmes and timescales visit www.DofE.org.

About the expedition

The Expedition section involves your child working as part of a small team to plan their expedition and undergo training to make sure they're fully prepared



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– before spending two days and one night in the countryside. Details about pre-expedition training and expedition dates are yet to be confirmed.

The DofE and COVID-19

Your child can still have the full DofE experience, safely and in line with Government guidance, during the COVID-19 outbreak. The motivation and focus the DofE gives, and its positive impact on mental and physical health, can play an important role in helping your child navigate our 'new normal', safely expanding their world and giving them skills and experiences to open doors in the future.

As participants can choose and change their activities, they can pick ones that they can do while social distancing or from home. At the moment, residential trips are not allowed so we will need to wait and see when we can do the expedition section. In the meantime, participants can work to complete the other three sections and receive a certificate of achievement from the DofE.

eDofE and the DofE app

Participants can create their DofE programme and record their progress using eDofE, the DofE's digital system, available online at eDofE.org and through the DofE app – downloadable for free from Google Play and the App Store. If your child decides to enrol, we will set up their eDofE account and they will receive details of how to sign in and get started.

Signing up

Because of current restrictions, I propose to initially only charge the registration fee of £50. This covers your child's participation place and Welcome Pack, insurance and school's administration fees and is **non-refundable**. This would enable your child to begin the other three sections, complete them, receive the certificate of achievement and be ready to participate in the expeditions when we are allowed to run them. They would then receive their award certificate. I'll let you know the proposed costings for the expedition section closer to the time when I know how they will be run.

If your child would like to take part, please complete the slip below, log onto ParentPay and pay the registration fee of £50. Please also complete the attached DofE enrolment form and medical forms and return them directly to the Main Office **by Friday 18 December 2020**. If you have any questions I can be contacted via my email at dofe@tgs.starmat.uk or my mobile on: 07906 478272. For further information on the award please visit www.dofe.org.

Many thanks for your support and we look forward to helping your child to achieve through their DofE.

Yours sincerely

Mr D Sanderson
DofE Coordinator

Year 9 BRONZE DUKE OF EDINBURGH'S AWARD REGISTRATION

Student's Name: _____ Form _____

I wish my child to register for The Duke of Edinburgh Bronze Award.

Parent/Carer's Name: _____ Signed: _____ Date: _____

Parent/Carer's email (For communication purposes) _____

Checklist:

- Enrolment Form enclosed.
- Consent and Medical Fitness Form for Residential Visits enclosed.

Please return to the Main Office by Friday 18 December 2020



DofE Participant Enrolment Form

Please print clearly in CAPITALS or type your details in. You must complete all of the questions.

DofE Centre and group details (if you know them):

DofE Centre:	DofE group:

DofE level:

Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>
Have you registered for any previous levels of the DofE? No <input type="checkbox"/> Yes <input type="checkbox"/>
If YES – please give the name of the DofE Centre you were registered at:
edofe ID number (if known) :

Student Personal details:

First name:	Last name:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: / /
Primary language English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/>	
Date you wish to start your DofE programme if known (enrolment date): / /	

When you first sign in to edofe you will be asked to record some personal details such as your contact details, ethnicity and personal circumstances along with details of any medical needs you may have. This data is used to enable your Leaders to support you doing your DofE programme and for the DofE's statistical and reporting purposes. You will always have a 'prefer not to say' option.

Contact details:

Parent/Carer email address	
Address (line 1):	
Address (line 2):	
Town/City:	
County:	Postcode:
Telephone:	Mobile number:

Emergency contact details:

Emergency Contact name:	Relationship to you:
Emergency contact telephone number(s):	



DofE Participant Enrolment Form

Declaration:

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the onlineedofe system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at www.eDofE.org

Print Name	Signature	Date
		/ /

Consent to enrol from parent or guardian (if applicant is under 18 years old).

I agree to my son / daughter / ward doing a DofE programme. I note that it is my responsibility to check that any activity my son / daughter / ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, centre or Licensed Organisation.

Print Name	Signature	Date
		/ /

Note:

Data supplied on this form and in edofe and information about DofE activities recorded in edofe will be used by the DofE Charity, the Licensed Organisation and DofE centre to monitor and manage DofE participation and progress by young people and manage and support Leaders. The DofE Charity will use personal data to communicate useful and relevant information to either help participants complete a DofE programme, Leaders/LOs to run DofE programmes more effectively or help the DofE Charity to improve the quality and breadth of its programmes. Occasionally the DofE Charity may send you information relating to commercial offers. If you do not wish to receive commercial information from the DofE Charity you can choose not to by amending your contact preferences in your edofe profile at any time.

For Licensed Organisation/Centre administration only:

Date registered onto edofe	/ /
Expected start date	/ /
Participant Fee received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Username	
User ID number	

PROTECT

Consent and Medical Fitness Form for Residential Visits



INFORMATION FOR PARENTS/GUARDIANS

Please complete the questions below and sign the consent. The personal and medical information requested is to ensure that a proper duty of care is possible during the residential visits.

PERSONAL DETAILS

STUDENT		PARENT/GUARDIAN INFORMATION		
Surname		Name		
First Name		Address		
Tutor Group		Address		
Address				
Postcode				
Telephone Numbers				
Date of Birth		Day	Evening	Mobile
Doctor		Additional Emergency Contact		
Surgery Address		Name		
		Relationship		
		Address		
Telephone No		Telephone		
NHS Number				
E11HC No.		Expiry Date		
Passport No.		Start Date		
		Expiry Date		

MEDICAL INFORMATION

If your child has a medical condition of any sort please discuss with your family doctor before completing the form. Medical conditions would not normally exclude your child from participating in activities. It is important that your child is accompanied by any medication necessary and that we are made aware of this. Please make sure that they have enough medication with them.

QUESTIONS	Please Tick	
	Yes	No
Has your child had any serious illness in the last two months?		
Is your child recovering from an accident, injury or fractured bone?		
Is your child a sleepwalker?		
Does your child suffer from travel sickness?		
Does your child have any incontinence problems?		
Are there any activities in which your child should not participate?		
Does your child have:		
Epilepsy or convulsions		
Diabetes mellitus		
Asthma		
Heart Disease		
Any allergies		

Is your child on any medication? (if yes please give details below, including dosage and frequency)		
If the answer to any of these questions is yes please give details here:		
Has your child been inoculated against TETANUS?	Yes	No
Date of last injection if known:		
Do you consider your child to be medically fit now?	Yes	No
MEDICAL TREATMENT DURING VISITS		
Young people sometimes need minor medical treatment for conditions such as headaches, rashes, pulled muscles, coughs & colds, insect bites etc. With your permission staff will treat these ailments with "off the shelf" products from a chemist. For example the following items are available: Paracetamol, muscle relaxant cream/spray, witch hazel, throat lozenges, petroleum jelly, cough mixture, antiseptic cream, calamine lotion, adhesive plasters, insect bite antihistamine.		
Please indicate if you are willing for your child to be treated with "off the shelf" medication.	Yes	No
Professional help would be sought for any more serious conditions and we will contact you by telephone.		
Please indicate if you are willing for your child to undergo emergency treatment from a doctor or hospital including anaesthetic and blood transfusion should this be necessary.	Yes	No
Procedures to take in an emergency		
I give my consent** for a member of staff to administer the above medication which I will deliver to the Group Leader before the visit, together with clear labels and instructions. I understand that the staff leading the visit are not qualified medical practitioners but that they will take reasonable care in the administration of the medication and will endeavour to respond appropriately should emergency treatment be required.		
I give my consent** for my child to self-administer the above medication.		
** delete if not applicable. DIETARY INFORMATION		
Does your child have any individual dietary needs (including vegetarian foods)? Please give details here.		

PARENT/GUARDIAN DECLARATION

I have listed any medical or other conditions concerning my child that might affect the duty of care expected during the off-site visit.

I undertake to inform the Party Leader of any changes in the medical or other circumstances of my child before the date of departure.

I have received information about the programme and agree to his/her taking part in all the activities unless otherwise stated.

I agree to indemnify any member of staff against any claim against a member of staff by a third party, directly or indirectly, arising out of any act or fault by my child.

I agree to indemnify any member of staff involved against any costs and expenses reasonably incurred and/or other sums disbursed by a member of staff on behalf of my child during or as a result of the visit.

Signature of parent..... Date.....

Name.....Relationship to participant.....