

Getting started with the Bronze Duke of Edinburgh's Award at Test Valley School

June 2014

Dear Parent

Your son/daughter has expressed an interest in taking part in the Test Valley School Duke of Edinburgh's Award Scheme. The scheme formally starts in Year 10, but membership is organised at the end of Year 9 to allow time for the registration of new members.

At Bronze Level the award has four sections: Volunteering, Skill, Physical and Expedition. The expedition section is managed by the school, but the other sections are the responsibility of the pupil to sort out. Examples of what pupils can do for each section are available on the school Moodle site to which all pupils have access.

Membership costs £65 per pupil: this includes their school and national subscriptions, training for expeditions and for the actual expeditions themselves. For the expedition section, pupils will require their own 65 litre rucksack, walking boots and socks, sleeping bag, full waterproofs and roll mat. Team equipment such as tent, cooking stoves, gas, compass, first aid kit, etc. is all supplied by the school.

Places are restricted and offered on a first come, first served basis. Additional applicants can be placed on a waiting list. To register your interest please complete the registration form attached and return it to Pupil Services with a £65 payment by cheque made payable to 'Test Valley School'. Alternatively you can pay by the e-payment system; just tick the box on the reply slip, but please do not make a payment via this method until it has been confirmed that your child has secured a place. Should you have any concerns about paying this sum in full at this stage please contact me at school to discuss this as soon as possible.

Participation in all programme training dates for the Expedition Section of the Award is essential in order to complete this section, and I would ask that you make a note of the programme dates in order to ensure that participation is possible.

Turn over →

Keeping track of the award is now electronic and pupils will need to be willing to upload their progress in all four sections onto the D of E website, using a personal login given to them once they are underway with each section. Parental encouragement is also very helpful to ensure that the award is completed.

Further information for parents about the award scheme can be found on 'DofE.org' or the school's Moodle site, under 'Extra Curricular'. Moodle is also used to keep parents and pupils updated with copies of letters, maps and general information. We will also be holding a Parents' Information Evening early in the Autumn term.

If you require further information please do not hesitate to contact me.

Kind regards



Mr. S Langdown
D of E Coordinator

D OF E REPLY SLIP – Please return to Pupil Services

I wish my child T/G.....
to take part in the D of E as described in the letter.

I enclose a cheque for £65.00 made payable to 'Test Valley School'

- I enclose £65.00 in cash
- I wish to pay via the e payment method.
- I enclose the completed Participant Enrolment Form.

Signed Date.....

Please print name.....



For Operating Authority use only:		
Participant Fee received	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CHEQUE	<input type="checkbox"/>	
INVOICE	<input type="checkbox"/>	

Participant Enrolment Form

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

Personal details

DofE group: Bronze 13/14		DofE Centre: Test Valley School	
Title:* : Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other		Address 1:	
First name:*		Address 2:	
Middle name:*		Address 3:	
Last name:*		Town/City:	
Primary Language:*		County:	
Email:*		Postcode:	
Date of Birth:*		Telephone no (home):	
Age:		Telephone no (mobile):	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Enrolment level:*	Bronze X	

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

	Print Name	Signature	Date
Parent/guardian:			/ /
I agree to enrol as a participant on a DofE programme. You will be doing your programme using our online eDofE system. This system has a set of terms and conditions that you must agree to. These will be available when you access eDofE.			
Applicant:			/ /

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the participant's Operating Authority and DofE centre to monitor and manage DofE participation and progress. All contact from the DofE Charity using personal data will communicate useful and relevant information to either help participants complete a DofE programme, Leaders/OAs to run DofE programmes more effectively or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system. Participants can choose to receive this information to an external email account or by post using the *personal preferences* section in eDofE. These preferences can be updated at any time.

Given the scope and breadth of DofE programmes, participants may undertake activities that are not directly managed or organised by their centre or Operating Authority. In such cases, parents and guardians of those under 18 are informed that it is their responsibility to ensure the activity is appropriately managed and insured.

For Operating Authority administration only

<p>DATE ARRIVED IN COUNTY DofE OFFICE</p> <p>(RBI DATE)</p>
