

Keeping Track of Activities

Edofe is the electronic system that is used for keeping track of the activities for the Volunteering, Physical and Skills sections.

All students have been given their username and password which was emailed to parents and to the students' Riddlesdown email asking them to familiarise themselves with the system and filling in personal details which automatically sends a message to the D of E Head Office who issue a Welcome Pack to your home address. This pack

contains lots of useful information. The pack may not come immediately as they tend to send them in batches. I did include the link for the electronic version of this in one of my emails. It is also highly recommended that they download the D of E app to their phone as it is a quick way of uploading information. There are also some really useful tutorials on Youtube.

I will shortly send a further email (to both parents and students) with the “Next Steps” and will run an after school drop in session on Monday 29th January which will

give them the opportunity to log on to their edofe. I will send a reminder the week before and where it will be held.

Keeping to deadlines

Most communication regarding D of E will be emailed to parents and students - this will be to their school email address so it is important that they check this regularly) and with the large numbers that we have enrolled it is really important that deadlines are met and that all the information is read fully.

Approximately two weeks before D of E events I will email both parents and students with the relevant information and also post the information on Google classroom

The key dates for both Bronze and Silver are on the Riddlesdown website under Curriculum – Enrichment – Duke of Edinburgh’s Award.

ANNUAL CONSENT FORM

When you paid for enrolment you will have completed an Annual Consent Form. This

form is our point of contact with you for any of the forthcoming D of E events and it is really important that you let us know if any of the details change.

Equipment

Unfortunately it is not possible to hire equipment through school. We will put a suggested kit list on the website shortly and a more detailed booklet will be on the website after the Training Morning in March.

Absences

Any absence from D of E events must be avoided if at all possible. If there is a genuine problem please let me know by email as soon as possible. It is really important that Students receive enough training as without that it may not be possible for them to continue with the Award.

If students decide they do not wish to continue with the Award we must have an email from a parent confirming that they are aware of this and are in agreement.

Attendance

After expeditions we do appreciate that students may be tired and achy but we have guaranteed that the Award will not cause unnecessary disruption to attendance. The two-day expeditions now start on a Friday so they do have Sundays to recover so they should not be absent from school the following week due to tiredness or achy legs. The Silver Expeditions do run from Friday to Sunday but they are usually finished by lunchtime on the Sunday.

Collecting Students

Please may we ask that you are available to collect your child at the required times and that your child has a telephone number with them that you can be reached on at that time. We will have the emergency contact number that you put on your Annual Consent Form and it is vitally important that you let me know if this number changes.

Please be mindful that staff have given up their free time to run the expeditions and at the end of a long weekend it is rather frustrating to have to wait an hour or two for a

parent to arrive because they have either gone out and not taken their mobile with them or have made other arrangements and cannot be in two places at once. Am sure that won't be the case this year but worth a mention as it has happened a number of times in previous years

We generally expect collection from expeditions to be from about 11 o'clock onwards but your child will call you in plenty of time for you to get to the collection point for their arrival. There is usually quite a wide range of finishing times and wherever possible we

encourage the students to finish under their own steam so please wait for the call.

Independence on the Award

In the many years that we have been running D of E here at Riddlesdown we have found that one of the most important parts of the students taking part in the Award is achieving something with minimal adult help, so can we please ask that you avoid contact with your child over expedition weekends. For most of the day they are walking in rural areas

and need to be aware of their surroundings and answering the phone could be off-putting and dangerous for them. It is not uncommon for children to feel a little unwell and sometimes a bit teary at the end of the first day and that is sometimes when they call you or vice versa – in most cases all they need is a rest and some hot food and they will be running around again within a couple of hours while you are at home worrying about them. Of course, if we have any major concerns we would contact you immediately. Likewise, if you need to contact us in an emergency there will be a 24 –

hour number in the information sent to you before each Expedition.

Supporting your child in their achievements

For many, the Award will be the hardest thing they have ever done. The expeditions are physically and mentally demanding but probably the part of the Award that they will remember and enjoy the most.

But as you have heard from Miss Baker there is more to the Award than the expedition section.

We have had a number of students in the past who have successfully completed the expeditions but have failed to finish the skill/volunteering and physical sections – or that they do all the hard work for these and don't log them and have therefore not received their Award. So if you could give a little reminder from time to time to log their information on edofe that would be really helpful and when they receive that deserved Award I am sure they will thank you. And, of course you can email me if you have any questions

Just to follow up on “my retirement”

At present I am still looking after anything D of E. I tend to come into school 3 days a week from breaktime onwards. There has been someone recruited who will be starting after half term so during March I will be doing a handover and will email out to parents and students the new details.

Students now need to decide on their Expedition groups. This must be between 4 and 7 students (D of E regulations). However, we recommend that groups are either 5, 6 or 7 so that if a member of the group

**drops out of doing the Award
the group are still able to walk
as a group. Please give these
groups into Mrs Surbey in
Student Services before the
end of February.**

