

**Head**

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others***Shane Clark – Duke of Edinburgh Manager**

Dear Parent/Carer,

**Completing the Bronze DofE**

Firstly to introduce myself. I am a Maths teacher at Cheney and have also been appointed to support students in completing their Duke of Edinburgh's Bronze Award.

Approximately 6 weeks ago I asked Year 10 to complete the final parts of their DofE bronze award by uploading their assessor reports onto the DofE portal. To support with this, I have held weekly drop in sessions on a Tuesday tutor time for students to come and see me if they need help.

Looking at our DofE records most students are very near the finishing line and need to upload their assessor reports for the volunteering, service and physical sections to complete the award. If they have done this already we only need to check it and sign it off!

The main barrier to completion are:

- **Access to eDofE** (<https://www.edofe.org/>) - I sent all students a guide to help them [log in and recover their password](#). If they have lost their login please ask them to come and see me in a one of the Tuesday drop in sessions.
- **Assessor report** - all sections have to have a plan (which the students completed at the start) and a final report. This has to be done by the person nominated as their assessor and their report must include details of the assessor, dates being reported on, and what has been achieved. I sent participants a guide which can be [found here](#).
- **Advice and guidance** - If you or your student have a question or support, please email me - dofe@cheney.oxon.sch.uk and I'm available every Tuesday during tutor time in J38 for additional support.

We are keen for all participants to complete their bronze DofE award by uploading the evidence by Friday 11th January 2019. As you support your child through the final stages of their Bronze Duke of Edinburgh Award, if you have any questions or queries you can contact me by email: dofe@cheney.oxon.sch.uk

Kind Regards  
Mr S Clark  
DofE Manager

