

**Head**

Rupert Moreton, BA, MA, M.Ed

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

Dear Parent/Carer,

Completion of Gold Duke of Edinburgh's Award

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.

DofE is managed through an online portal (<https://www.edofe.org/>) which every student has been given a login. It is the participant's responsibility to manage their progress, complete their plans, carry out their plans and finally upload the reports.

I contacted all year 13's 6 weeks ago to outline the requirements and what they need to do to complete their submissions. I have also been available during tutor time and via e-mail to answer questions and help participants.

Reviewing student's eDofE profile there are a number of sections that still require work including recording plans and uploading final assessor reports.

The barriers to completion:

- **Access eDofE** (<https://www.edofe.org/>) - I sent all participants a guide to help students [log in and recover their password](#). If they have lost the login please ask them to contact me so I can send them their details.
- **Complete the eDofE plans for each section** - participants need to login and specify what they have planned for each section.
- **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** - I have sent all participants a contact e-mail (dofe@cheney.oxon.sch.uk) if they require any help I'm available every Monday during tutor time in J38.
- **Residential experience** - To achieve the Gold Award, students need to complete an extra section – the Residential. This involves spending 5 days and 4 nights away from home on a shared activity with people you've never met before. <https://www.dofe.org/doing-your-dofe/activities-sections/residential/>

Some students have opted to put the DofE on hold this year so they can focus on their studies. They have until they are 25 years old to complete the award, they just need to remember their login details.

Moving forward

Over the coming weeks (by Friday 11 January) please encourage your son/daughter to login and update their eDofE by completing the plan and upload final reports. They cannot achieve the DofE unless this is done.

We are keen for all participants to complete their Gold DofE award. If they need help please get them to contact me via e-mail or on Monday/Tuesday during tutor time (J38).

Mr Clark

DofE Manager - dofe@cheney.oxon.sch.uk

Cheney School

