

**Head**

Rupert Moreton, BA, MA, M.Ed

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

Dear Parent/Carer,

Completion of Silver 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 to. It is the student's responsibility to manage their progress, create their plans, carry out their plans and finally upload the reports.

I contacted all students 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 on a Monday and via e-mail at dofe@cheney.oxon.sch.uk to answer questions and help participants.

Reviewing students eDofE profiles 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. We have negotiated with DofE awarding to be able to back date plans to 01/09/201 - so they can use retrospective activity as part of their Award.
- **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: <https://edofe.org/Assessor>
- **Advice and guidance** - I have sent all students a contact e-mail (dofe@cheney.oxon.sch.uk) and if they require any help I'm available every Monday during tutor time in J38.

Few students have taken up the offer of support on a Monday, so my assumption is that progress is being made and will soon be able to upload your evidence. If this isn't the case please encourage your son/daughter to come and see me - I'm here to help.

Moving forward

Over the coming weeks (by Friday 11 January 2019) 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 Silver DofE award and are ready to support wherever needed.

Mr Clark

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