

Nonsuch High School for Girls

Duke of Edinburgh Award 2023 - 24

INFORMATION FOR PARENTS and PARTICIPANTS

- The email for queries is doe@nonsuchschool.org
- Miss McIntyre is the DofE Manager at Nonsuch. Mrs Avraamides is the Administrator and Verifier. Students may ask for advice from either member of staff.
- Nonsuch DofE Help: Wednesday week 1, 12.20 – 12.50pm in the PE office or via email to doe@nonsuchschool.org
- The Award contains 4 sections (5 at Gold which includes a residential), including volunteering, physical, skills and expedition. All sections need to be completed to gain the Award. There is a cost payable on parent pay for purchasing an Award account and a separate cost for the expedition section (payable to the expedition provider).
- **If an expedition takes place over a weekend, students must still attend school on the next school day even if they feel tired.**

How to enrol and start the Award:

1. Completed Nonsuch enrolment form emailed to doe@nonsuchschool.org Deadline: Wednesday 11 October 2023.
2. Payment for enrolment in the programme (including admin costs) paid via Parent Pay before 11 October 2023. Bronze and Silver £35.50. Gold £42.50. Expedition cost is separate.
3. Activ Expeditions on-line enrolment and payment made (Not Year 11 Gold*) or alternative provision made privately. Expedition costs: Bronze £245, Silver £325, Gold £400. (Travel to expedition starting point not included.)
Inform Activ if financial support is being requested from school for expedition section.
Inform school via doe@nonsuchschool.org if you wish to receive help with the expedition costs because your child is in receipt of Free School Meals or Pupil Premium funding.
4. Student email address printed clearly on the form as the log in details for the Award will be sent to this address.
5. Once enrolled, students will receive log in details to eDofE via email. This will include a user name and password. Accounts are usually available by the end of October.
6. Students log onto their account and complete administration details which includes a full home address. Welcome packs (with assessor forms included) are sent by the DofE Award directly to home addresses. Please check home addresses are written correctly

Nonsuch High School for Girls

Duke of Edinburgh Award 2023 - 24

including house name or number and postcode.

7. It is the student's responsibility to seek approval via eDofE for an activity prior to starting it and to complete each section of the Award and upload the evidence as they receive it. Every section must have a completed report from an approved assessor as a minimum. Students submit a section for approval once it is complete.
8. Students must read the welcome pack. For each section they must ask an adult to assess them. This adult may not be a family member and should be someone qualified in the activity. The adult should be asked prior to the activity starting. Sections can be backdated to 1 September if the activity had started. (Silver/Gold – only sections completed at previous level can be started unless you are a direct entrant)
9. Students must submit a programme planner for each section to state what they are going to do and who is going to assess them. This must be submitted so Miss McIntyre can approve the planner. If students complete their section without prior approval and it is not suitable they will have to complete the activity again.
10. Once an activity has been finished, the student must ask the assessor to complete the assessor form, which can be removed from the log book (or the Assessor can submit it on-line via the DofE website) The student must complete the participation dates and their personal information at the top. This page must then be uploaded onto eDofE. Students must complete at least
12 x 1 hour sessions for 3 months and 24 x 1 hour sessions for 6 months.
Full calendar months must be completed. It is not possible to do more hours in one week and finish in less time. It must be sustained participation. All activities must have an aim. If students miss a week it must be added onto the end. If an activity lasts for longer than the 3 / 6 month period then students should submit a later date for completion. School holidays do not count in school activities as part of the time.
11. Students may choose to complete the expedition section with Activ. However, it is the student's responsibility to complete the training, practice and qualifying programme planner and upload the presentation information at the end. The programme planner should be completed during the preparation for the expedition. At the end of the expedition a presentation of aims must take place (Silver/Gold). This must also be recorded on the programme planner.
12. Students must press 'submit' for evidence to be approved by Miss McIntyre once each section is complete.

Nonsuch High School for Girls

Duke of Edinburgh Award 2023 - 24

13. Students should look at their accounts every fortnight as a minimum to keep it active and to check for messages. If a section is queried, the reason will be in the messages section.
14. If students have a query they can see Miss McIntyre on a Wednesday week 1, 12.20 – 12.50pm in the PE office or write an email to doe@nonsuchschool.org and Mrs Avraamides will answer.
15. If students wish to move to the next level of the Award, it is important the previous level is completed to reduce timescales of next level. The previous Award's expedition section must be finished prior to qualifying expedition.
16. All students wishing to start an Award during an academic year must pay and submit enrolment forms by the deadline of **Wednesday 11 October 2023**, even if they will not be registered on the Award until later in the year due to their birthday or completion of previous level.
17. Volunteering may only take place at non-business organisations. Students can ask a relevant teacher eg Form Tutor to write references for placements. Please do not name the DofE Manger as the referee. Students must ask staff for permission prior to giving their contact information to organisations.
18. Students only press **submit** on eDofE when the activity or programme planner is ready for approval. Evidence can be saved separately on a computer – e.g. a word document with screen shots of App evidence for exercise – and then the whole document added at the end.
19. It is very important that students complete all sections of the Award, and do not just enrol to go on the expeditions.

* It is advised that students registering to start the Gold Award in Year 11 **do not** request enrolment for the expedition section in Year 11. Most Nonsuch students complete the Gold expedition at the end of Year 12 as it is a 50-mile walk in open country. Year 11 participants may complete the National Citizenship Service at the end of Year 11 which counts for the Gold Residential Section providing they are 16 at the time. Students must remember to register with Activ at the start of Year 12 if they wish to join the expedition in Year 12.