



February 2023

Dear Parent(s) / Carer(s)

### **Year 11 Silver DofE Award (Refresher Training Activities)**

I am writing to remind you that the DofE training activities will take place soon. Activities will take place **outside – in rain or shine**. Good quality waterproofs, suitable footwear and a sense of adventure are therefore compulsory on both days! Activities will be led by WayAhead Training and a male and female member of staff from Toot Hill School will be available to provide pastoral support, as necessary.

### **Training Day (Refresher): Saturday 1<sup>st</sup> April 2023**

- **Theme:** A refresher day which aims to prepare pupils for their Qualifying Expedition. The day will consist of Navigation and Map Reading activities, as well as training on Campcraft, Expedition Cooking, Rucksack Packing and First Aid.
- **Activities:** Groups will undertake a carousel of challenging activities to help improve their ability to survive and thrive in the field.
- **Arrival:** Register outside the entrance to **Toot Hill College** at 08:25.
- **Kit:** Non-School Uniform.  
Wear appropriate and comfortable outdoor clothing that is **suitable for a day walk** and the **weather conditions** on the day (no tracksuit bottoms). This may include warm hats, gloves and sun cream! Good quality waterproofs, sturdy (walked in) walking boots and a secure day rucksack are essential.
- **Lunch:** Bring a **packed lunch, high energy snacks** and **plenty of fluid**. (please no nuts).
- **Departure:** Pupils will be dismissed from the **Leisure Centre Car Park** at **2:10 pm**.

### **EV4 – Online Medical Information Form**

Please provide your child's medical details electronically by visiting this secure webpage: [www.toothillschool.co.uk/ev4](http://www.toothillschool.co.uk/ev4).

We **cannot** allow your child to participate until this online form is completed.

### **Behavior Contract (appendix 1)**

The DofE behavior contract has been written in line with our Work Hard – Be Kind – Take Pride ethos and our existing school policies. Please **tick the box** on the consent form to give your, and your child's agreement to the terms contained within the behavior contract.

## Mobile Phones & Electronic Technology

We strongly advise pupils not to bring valuable items and we will not be liable for any loss or damage to mobile phones etc. Any phone brought will be intended for emergency purposes only and must be used responsibly and with due consideration for the privacy of others, especially with regards to social media and the sharing or publishing of photographs to websites or social media. Any device brought must be switched off and placed in a waterproof bag within participant's rucksacks. Mobile speakers are **not** permitted.

In line with school policy we will confiscate an item if we feel it is not being used responsibly. It will need to be collected by parents after the expedition. If it contravenes DofE or Toot Hill School standards it may also influence the assessor report your child receives, potentially impacting upon whether they pass the Award.

## Reminder: Payments

Please make your final payment instalment via ScoPay by the published deadline of **Friday 3rd March 2023 (5pm)**. For support, please contact [finance@toothillschool.co.uk](mailto:finance@toothillschool.co.uk). For enquires re: PP funding, contact [rwickens@toothillschool.co.uk](mailto:rwickens@toothillschool.co.uk). For full details of payment instalments, please see appendix 3 (table 2).

## Reminder: eDofE – Assessor's Reports

Appendix 2 provides a summary of how you can support your child at this stage of their DofE journey. Your child is likely to have already completed the required timescales for their skill, physical and volunteering activities. It is therefore timely to remind all participants that assessors can complete a report using either the card (contained within the welcome pack - download a replacement [here](#)) or quickly, efficiently and preferably using the electronic **assessor report**, via this [web page](#).

## DofE Graduation

Our ambition is for all pupils to promptly graduate with their DofE Award. Certificates and badges will be awarded in the Summer or Autumn term. The **Year 12 Gold Award** launches in Toot Hill College in **October 2023**. Your child should therefore aim to fully complete Silver this summer so they are ready to take on the next DofE challenge when they start at college, if they wish.

I will be in touch very soon with further information about the next expedition. In the meantime, please look out for DofE news, features and success stories in the weekly whole school newsletter which is distributed by email every Friday.

Yours sincerely,

*M. Tinsley*

Mr. M Tinsley  
DofE Centre Manager  
email: [mtinsley@toothillschool.co.uk](mailto:mtinsley@toothillschool.co.uk)

FAQ's: [www.toothillschool.co.uk/dofe](http://www.toothillschool.co.uk/dofe)



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**Consent form and EV4 to be completed and returned to Mr. Tinsley (via reception) no later than Friday 3<sup>rd</sup> March 2023**

Thank you.

### Year 11 Silver DofE (Training Refresher)

Name of Pupil: ..... Tutor Set: .....

I / We give / do not give permission for my/our son/daughter to take part in the training activities outlined above.

I / We completed the online EV4 medical form: <https://www.toothillschool.co.uk/ev4>

Both my child and I agree to the terms of the behavior contract as outlined in Appendix 1.

I understand that the second payment instalment is due, via ScoPay, by **Friday 3<sup>rd</sup> March 2023**

I understand that my child is encouraged to collect their assessor reports as soon as possible so they can graduate in July/Sept 2023 and be ready to start Gold in the Autumn Term of Year 12, if they wish.

Signed: ..... Parent/Carer Date: .....





## Toot Hill School DofE Behavior Contract

Everybody taking part in DofE deserves the right to enjoy a positive experience and to take away new skills and fond memories. All pupils are required to comply with this behavior contract which is underpinned by our ethos of **Work Hard – Be Kind – Take Pride**. Normal whole school behavior and safeguarding policies apply, however in addition please see below.

Please read this document carefully with your child and give your consent by checking the appropriate box on the consent form.

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### **By signing this contract, you agree to:**

#### **1. Behave responsibly and respect others**

Be kind, show respect and consider the feelings and needs of others. Treat others fairly and do not behave inappropriately. Act responsibly and consider everyone's safety during activities. Be respectful of other participant's privacy when using social media and digital technology.

#### **2. Do not bring or use alcohol, cigarettes, e-cigarettes or illegal substances**

Anyone bringing, found to be in possession of or using the above will immediately be removed from the programme and collected by parents/guardians. Disciplinary action will be taken involving the police, as appropriate.

#### **3. Mobile Phones & Electronic Devices**

We strongly advise pupils not to bring valuable items and we will not be liable for any loss or damage to mobile phones etc. Any phone brought will be intended for emergency purposes only and must be used responsibly and with due consideration for the privacy of others, especially with regards to social media and the sharing or publishing of photographs to websites or social media. Any device brought must be switched off and placed in a waterproof bag within participant's rucksacks. Mobile speakers are **not** permitted.

In line with school policy we will confiscate an item if we feel it is not being used responsibly. It will need to be collected by parents after the expedition. If it contravenes DofE or Toot Hill School standards it may also influence the assessor report your child receives, potentially impacting upon whether they pass the Award.

#### **4. Attend for the full duration of the DofE Award**

DofE involves multiple commitments, from the skill, physical and volunteering activities to the training activities and qualifying expeditions. All pupils are expected to complete all aspects of the program.

#### **5. Respect the Accommodation Rules**

Tents are single sex and everyone must respect the privacy of others at all times.

## 6. **Abide by health and safety rules**

You must abide by all health and safety instructions at all times. Anyone refusing to abide by health and safety instructions may be removed from the programme.

## 7. **Follow the Countryside Code**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1052574/Countryside\\_Code\\_A5.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052574/Countryside_Code_A5.pdf)

It is very important that all pupils are respectful when out on expedition. All litter must be carried and disposed of responsibly. Pupils should be aware of their impact on the environment and limit it at all times.

## 8. **Respect all property**

A financial contribution for the repair or replacement of equipment (up to full cost) may be made for any damage caused. Criminal damage, theft and vandalism will be reported to parents/guardians/carers and the police, if necessary.

## 9. **Respect others' possessions**

You should respect other people's possessions and ensure that you keep your own possessions safe. We take no responsibility for lost or stolen personal possessions. Do not bring valuable items with you.

## 10. **Notify staff if you feel unwell**

You should advise a member of staff promptly if you feel unwell. Parents/Guardians/Carers must supply a 24-hour emergency contact number where they can be reached in such an event and be prepared to collect their child should they need to return home.

## 11. **Remain at the campsite**

Leaving the campsite without permission is strictly forbidden.

## 12. **Listen and act on instructions from all staff**

You must listen and act on any reasonable instruction given to you by staff. This includes but is not limited to Toot Hill School staff, WayAhead Training leaders and campsite staff.

## 13. **Wear appropriate clothing**

Practical, appropriate clothing and footwear, suitable for the weather conditions, must be worn at all times.

## 14. **Respect and adhere to curfew times during the camping trips**

DofE is a physically challenging activity. During the expeditions, DofE participants should adhere to the curfew times and respect the wishes of fellow participants wishing to rest in preparation for the next day's activities.

## 15. **Take care of own daily medication**

Participants taking routine medication should inform their team leader and ensure it is to hand at all times. If medication requires specialist administration and/or storage, parents must make Toot Hill School aware at the earliest opportunity via the electronic EV4 medical form which must be completed before each expedition.

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The above requirements have been set by Toot Hill School. Pupils will have the opportunity to work in their teams alongside their leaders to discuss their own set of guidelines and personal expectations during the programme. Through our pupil voice program, our DofE Ambassadors have assessed this behavior policy and have had the opportunity to influence it's content.

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## Appendix 2.

### Ideas to help you to support your child during their DofE journey



#### 1. Encourage your child to stay focused on their Skill, Volunteering and Physical activities

Most pupils have now started their activities and have updated eDofE with all the necessary details. If you are still looking for ideas you can download a very useful resource here: [www.dofe.org/do/ideas/](http://www.dofe.org/do/ideas/). In our experience promptly starting activities and completing eDofE increases the likelihood that pupils will promptly graduate with their full DofE Award. We therefore encourage all pupils to start asap and remain focused on their objectives.

#### 2. Encourage your child to collect evidence of their activities and make a DofE Log

Your child should be collecting evidence that can be used to show their assessor what they have been doing. Evidence can take the form of photos or written evidence uploaded to eDofE. They can record their activities on a DofE Log sheet. Download a DofE Log here: <https://www.dofe.org/do/activitylogs/>. Your child should upload this document to eDofE when they have finished the required timescale – it does not have to be uploaded each week.

#### 3. Download a copy of the DofE Welcome Pack

If for any reason your welcome pack hasn't arrived, or you require a copy, you can download a digital version from here: <https://www.dofe.org/welcome-packs-dth/>.

#### 4. Complete Assessor Reports and Upload to eDofE

Once your child has completed the required timescale for an activity they should ask their assessor to complete an assessor's report. You can use the card that is included in the DofE Welcome Pack or the digital version which can be found here: <https://www.dofe.org/assessor/> – both methods are fine but the electronic option is generally quicker and easier to administer.

#### 5. Familiarize yourself with the expedition and payment instalment dates

Appendix 3, provides a reminder of the dates and locations for the training days and qualifying expeditions. It also provides details of the deadlines for the next payment instalments. If you have any questions regarding payments or ScoPay, please contact [finance@toothillschool.co.uk](mailto:finance@toothillschool.co.uk). If your query is regarding Pupil Premium or Free School Meal funding please contact [rwickens@toothillschool.co.uk](mailto:rwickens@toothillschool.co.uk).

#### 6. Browse: [www.toothillschool.co.uk/dofe](http://www.toothillschool.co.uk/dofe)

Our school website is an excellent source of information and FAQ's relating to DofE. Please familiarize yourself with the downloadable content which will help you to support your child during their DofE journey.

#### 7. Check out DofE News in the THS Digital Newsletter (every Friday)

Our school newsletter is emailed home every Friday. Contained within it is news, features, top tips and celebrations of pupil's success. It's a 60-second read which will help you to help your youngster stay on track.

### Appendix 3. Key Dates and Payment Instalments

Table 1. Year 11 Silver DofE Activities, Dates and Locations

Activity (Training & expedition <u>must</u> be completed)	Date(s)	Location (details TBC)
Silver Training	Friday 22 <sup>nd</sup> and Saturday 23 <sup>rd</sup> April 2022 (no camping)	Toot Hill School & the Vale of Belvoir
Silver Practice Expedition	Friday 15 <sup>th</sup> – Saturday 16 <sup>th</sup> July 2022 (camping)	White Peak, Derbyshire
Silver Refresher	Saturday 1 <sup>st</sup> April 2023	Toot Hill School & the Vale of Belvoir
Silver Qualifying Expedition	Monday 3 <sup>rd</sup> July – Wednesday 5 <sup>th</sup> July 2023 (after GCSE's)	White Peak, Derbyshire

Table 2: Year 11 Silver Payment Instalments

Instalments	Deadline	
		£
Instalment 1/4 – DofE Enrolment Fee (non-refundable)	31 <sup>st</sup> Jan '22	35
Instalment 2/4 - Training Weekend Fee	11th Mar '22	80
Instalment 3/4 – Practice Expedition Fee	24 <sup>th</sup> June '22	100
Instalment 4/4 – Refresher & Qualifying Expedition Fee	3 <sup>rd</sup> March '23	180
<b>Total Fee</b>		<b>395</b>