

Principal: Mr D McGilloway

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Dear DofE Students and parents/carers,

Duke of Edinburgh Award Presentations 2022

Year 9, 10 and 11 students have been working hard to complete their DofE awards. We now have many awards to present and would like to celebrate your achievements by presenting awards and section certificates.

Our Year 10 Silver groups are arranging an event for **Wednesday 15th June at 5pm-6pm** at Broadoak Academy and you are invited to attend to receive your awards / certificates with your family. The Silver groups will be doing a presentation about their expedition, sharing photos of the expeditions from 2021 and 2022 and then certificates will be presented by Mr McGilloway. Refreshments will also be served.

Alternatively, you can choose to have your award presented in school during an assembly or tutor time, or at our annual awards evening in July.

If you are still continuing to work on your award over the summer, please do let us know and we will arrange to present it in a special way in the next school year.

Please complete the form at this link by Friday 10th June to let us know how you would like your DofE award to be presented and if you can attend the event on Wednesday 15th June: [**DofE Award Presentation Reply Form**](https://forms.office.com/r/hCpXyfPTvH) (<https://forms.office.com/r/hCpXyfPTvH>)

Please note: you will only be receiving awards/certificates on 15th June if they have been approved on eDofE by Monday 13th June - please check your eDofE account. For awards to be presented on 14th July please upload assessor reports to eDofE by Friday 1st July 2022. For Year 9 students who will be finishing sections after this date, we will hold another awards event later in the year.

More information about completing your DofE sections and uploading your evidence and assessor reports can be found overleaf. Students who haven't yet uploaded assessor reports are encouraged to come to DofE sessions on a Tuesday at 3pm in D6 every week after half term for support finishing their sections.

If you have any questions please email dofe@broadoakacademy.clf.uk

Many thanks for your continued support,

Miss Lincoln and Mrs Kasht
Broadoak Academy DofE Leaders



Working in partnership with



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*Maximising students'
abilities, ambitions
and academic potential*



Completing your DofE Skill, Physical and Volunteering Sections:

All DofE students should also be making sure you are completing your Skill, Physical and Volunteering sections for DofE and logging activities on eDofE.

Once you have finished a section you should be asking your assessor to complete the Assessor Report – see more details of this below.

Tuesday sessions will continue in June and July to ensure these sections are completed. We will go through assessor reports in more detail after half term – **it is really important that you continue to come to sessions to be able to finish your award.**

The deadline for assessor reports is Friday 1st July 2022 for awards to be verified in time for our annual Awards Evening in July.

If you are still continuing to work on your award over the summer, please do let us know and we will arrange to present it in a special way in the next school year.

I haven't yet started one of my sections – what should I do?

This is not a problem but please look to get it started as soon as possible.

Remember you need to complete at least an hour a week every week for:

Bronze - 2 sections for 3 months and 1 section for 6 months

Silver – 2 sections for 6 months and 1 section for 3 months

If you don't have an idea of what to do or need help finding an assessor please come to the Tuesday sessions in D6 at 3pm.

If you need support or have forgotten your eDofE login you must email dofe@broadoakacademy.clf.uk and come to the DofE Session every Tuesday at 3pm in D6



How to ask your Assessor to complete their Assessor Reports:

It is your responsibility to communicate with your assessor once you have finished your section to get your report completed:

There are 2 options:

1. ask your assessor to complete the paper copy of the report that you received in the booklet in your welcome pack, or in your booklet provided by school. Once written you can take a photo and upload as evidence on eDofE, selecting 'mark as assessor report'.
2. ask your assessor to complete the report online here: <https://www.dofe.org/assessor/>
To do this they will need you eDofE ID number (found on your eDofE account), the dates you completed the activity from/to and which section they are assessing you for. Use this template to send your assessor an email:

Dear **ASSESSOR NAME**,

I've now finished my DofE activity – **[description of activity e.g. piano/football]** and would be grateful if you can please complete my assessor report.

As you know, for the activity I have... **[describe what you have done for your assessor/attach evidence]** To complete the assessor report please go to: <https://edofe.org/Assessor> and fill in these details:

Participant ID number: **[participant's will find this on your eDofE account]**

Level: **[Bronze / Silver]**

Section you are assessing: **[Skill/Physical/Volunteering]**

Start date for the activity: **[date you started the activity on eDofE]**

End date for the activity: **[date you finished the activity]**

You will then be able to complete my assessor report.

If you have any questions please let me know.

Thanks,

YOUR NAME