



Dear

parents/guardians

I am writing to invite your son/daughter to join the Duke of Edinburgh Award group at Luckley. This letter explains what is involved in such a commitment but further general information can be found at [www.dofe.org](http://www.dofe.org). We now also have an excellent base of resources on the Luckley School website:

[www.luckleyhouseschool.org/duke-of-edinburgh-award-scheme/](http://www.luckleyhouseschool.org/duke-of-edinburgh-award-scheme/)

The Duke of Edinburgh's Award has three levels; Bronze, Silver and Gold. There are four sections to each level, volunteering, skill, physical and expedition. This year, students must be in Year 9 to start Bronze and be in Year 10 or 11 to start Silver. They have until they are 25 years old to complete any or all of the awards.

The first three sections (volunteering, skill, physical) they arrange for themselves with the help of their DofE Leader/Parents/Teachers and all sections must be done voluntarily in their own free time, although can be in school during lunch or extended day). All participants will receive advice on this but again, please see the school website or the DofE website for further help.

The Expedition section is done as part of a group and after completing an appropriate training programme during extended day sessions on a Monday. All the planning for the assessed expedition is undertaken by the participants themselves and they choose an area to study for a project. They take collective responsibility for the expedition planning including routes, meals and project work.

There are two, 2-day camps for Bronze and two 3-day camps for Silver. The cost of the award is £125.00 for Bronze and £145.00 for Silver. This covers enrolment fees, campsite fees, assessors' fees and consumables such as gas for cookers and fuel as well as access to our kit store for some of the more expensive and shared kit items such as tents, rucksacks and cooking equipment.

The important things for the students to understand are firstly that they must attend **all** training sessions and complete the full practice expeditions so that we can be sure that they are well prepared and safe to undertake an expedition. If a student's attendance level falls below 75%, they will be unable to complete their award and will need to attend training the following year. Secondly, once they are committed to an expedition group it is important that all participants prepare their expedition plans as a team with equal commitment and work to a deadline. Finally, the students also have to commit to logging in to their digital logbook (eDofE) to input the information for each of the sections and to upload evidence of completion of the sections. As staff, we are always willing to help the students if they come across a problem!

We hope to publish specific dates for expeditions as soon as possible in the autumn term so parents and pupils can plan accordingly.

For the overnight practice and assessed expeditions we will supply most of the equipment. However, the students will have to purchase for themselves a good pair of walking boots and by Easter a sleeping bag which will keep them warm in temperatures down to -5 and is supplied in a stuff sac which will compress sufficiently to fit into their rucksack! Once participants are registered, they will receive a discount card for use in a variety of outdoor shops.

If you are happy to support your child/ward through their Duke of Edinburgh as stated in this letter, please complete and sign the attached form and return them to Mr. McNaughton. The finance department will then bill accordingly at the end of the autumn term.

Yours sincerely

Mr S. McNaughton  
D of E Manager

# Luckley House School

## FORM OF CONSENT

### Duke of Edinburgh

I accept the school's offer to take my child/ward: .....  
Form: ..... Date of Birth: ..... for their Duke of  
Edinburgh award.

I agree to the cost of the course £125 Bronze or £145 Silver being added to my  
school account in December.

I agree to authorise members of staff during the course of the training to approve  
such medical treatment as is deemed necessary in an emergency.

Any medical condition from which my child/ward is suffering to my knowledge is  
described in a separate letter attached to this form, which also sets out any special  
medical requirements (such as drugs or other treatment). I accept that the School's  
records will be updated with this information.

**PLEASE TICK AS APPROPRIATE**

(    ) letter attached

(    ) this does not apply

Dietary Needs:

Date of last Tetanus:

#### **Emergency telephone contact number(s)**

Home telephone: .....

Work telephone: .....

Mobile: .....

Email: .....

I undertake to inform the organiser of any such conditions which may arise in the  
future.

Signed: .....  
(Parent/Guardian)

Date: .....