



SBHS

Silver DofE 2020—2021

Essential information

- Please keep this booklet for future reference.
- The deadline for enrolment forms and online payments is Thursday 1 October.
- At enrolment, equal priority is given to students who have completed Bronze Volunteering, Physical and Skill on eDofE, and also those who joined the school during Year 10.
- We cannot promise to be able to offer Expeditions in 2021 due to the ongoing situation with Covid-19. Students who complete their Volunteering, Physical and Skill will receive an official DofE Certificate of Achievement.
- We hope to be able to offer Expeditions, and if we can, places will be offered in January to students who have completed one section of their Award on eDofE before the start of the Spring term.
- Students (with support from their parents/carers) must find a suitable Assessor for each section.
- Assessor reports are completed online by the Assessor. In certain circumstances, they can be completed on assessor cards.
- It is essential that participants are available every Monday from 3:30 to 4:30 during the autumn and spring term. Key dates are on the back of this booklet.
- Email us on dofe@southbromsgrove.worcs.sch.uk

What is the Duke of Edinburgh's Award?

The Duke of Edinburgh's Award is a personalised and non-competitive achievement programme for young people which was started in 1956 by HRH The Duke of Edinburgh. It exists at three levels: Bronze, Silver and Gold. The higher the Award, the longer the minimum timescales, and the older the minimum age. At South Bromsgrove High School, students in Year 10 are able to participate in Bronze. Silver is offered to students in Y11 who have completed Bronze. The Gold Award is available to students in the sixth form.

Four sections make up a Bronze and Silver Award. There is a fifth section required for Gold (the Residential section). The sections required for Bronze and Silver are

- Volunteering
- Physical
- Skill
- Expedition

Young people choose their own activities to meet the requirements of each section. This means that each participant develops a programme of activities that meets their interests, opportunities, skills and goals.

Participants find an adult who is not a family member to assess them for their Volunteering, Physical and Skill activities. The Assessor needs to have some experience or expertise in the area they are assessing, but they don't have to have a formal qualification or role.



Why should I do DofE?

Recognition for the things you already do in your spare time

Many young people are already busy in their spare time with hobbies, sport, and activities which make a difference in their local communities. Doing your DofE allows your efforts to be formally recognised with an internationally valued award.

Learn something new

DofE gives you the chance to take up a new type of physical activity, to learn a new hobby, or to get involved with a new organisation. When Mr Dixon did his Gold Award many years ago, he took up circus skills for his Skill section, and still practises today!

Make a difference

For the Volunteering section, you will choose an activity which will make a real difference to people, animals or the environment in your local community. You will build confidence too, and you'll be able to talk about it at interviews for jobs, colleges, university, apprenticeships, etc.

Have fun!

If you ask any SBHS DofE participant what the best thing is about their DofE, they will tell you how much fun they had, especially on the Expedition. Doing DofE at South will give you some of the very best memories of your teenage years.



When does DofE happen?

Timescales

At Silver, your Expedition is three days long. The other three sections require one hour per week on a regular basis. It is ok to do a couple of hours each fortnight, or to have short gaps, like over a holiday, as long as you make up the time afterwards. If you have completed your Bronze Volunteering, Physical and Skill, two sections need to be done for six months and the other section needs to be done for three months. If you have not completed your Bronze, one of your sections needs to be 12 months. You choose which is your longer section. Make it easy for yourself — if you already have music lessons then this could be your Skill, so select your Skill as your longest section.

Can school lessons count?

No, DofE must be done in your own time. You can do art, acting or cooking for your Skill, but the work you do for school cannot be counted. PE lessons won't count for your Physical, but if you play for a school team that is fine.

What is the timeline?

- Enrol in September and start your Volunteering, Physical and Skill ASAP, by the end of September at the latest.
- Places on the Expedition will be offered in early January to those participants who have demonstrated their commitment by uploading their Assessor report for their completed 3 months section. Your six month sections will be finished around Easter.
- Expedition training and planning takes place on Mondays from 3:30 to 4:30 throughout the late autumn and early spring terms. All sessions are compulsory. If you do not complete all elements of the training we cannot sign you off as safe to undertake the expeditions.
- The compulsory Practice Expedition takes place over a long weekend in late March.
- The Qualifying Expedition takes place during a school week in early/mid July.

How do I get involved?

1. Discuss your enthusiasm with your parents/carers and agree with them what you will do for each section. See the detailed guidance later in this booklet and make sure you know the name of your assessor for each section. If you have any queries, email us on dofe@southbromsgrove.worcs.sch.uk.
2. Pay the enrolment/admin fee online. We are no longer accepting cash or cheques for DofE. If you have issues with paying online, please contact the Finance Office well before the enrolment deadline.
3. Return the enrolment form before the deadline. The reverse of the enrolment form must also be filled in so that we know that you are ready to start suitable activities for your Volunteering, Physical and Skill. Take a photo of the back of your form before you hand it in! You need to hand your form in to **Mr Dixon, Mrs Kershaw or Miss Street**, in the **Assembly Hall** during lunchtime. Do not hand it to your tutor. Do not hand it in at Reception. Remember that everyone who applies before the deadline will be enrolled. If the queue is very long, come back another day. But don't miss the deadline.
4. Get going on your section activities! If you don't start before the end of September, it will be impossible to finish your activities before your focus turns to your exam preparations.
5. Ask your Assessors to complete their reports on you. They should do this online. If they cannot access the internet, you can help them. As a last resort, you can ask them to fill in an Assessor report card.



Who will assess me?

- Assessors cannot be a family member, and they should be over 18.
- You should ask your Assessor **before you start** the activity.
- An Assessor should be someone who has a relevance to your chosen activity, but they do not need to be an expert.
- For example, if you are doing dance for your Physical, you should ask your dance teacher to be your Assessor.
- If you are doing knitting for your Skill, any adult who is not a family member can assess you, but they should describe their 'Position/qualification' on the Assessor report as 'Knitting enthusiast' not 'Surgeon' or 'PhD'.
- If you and a friend decide to do running for your Physical, your parent can assess your friend and your friend's parent can assess you, as long as both adults can describe themselves as 'fitness enthusiasts'. In this case, it is helpful if you upload to eDofE some additional evidence of your activity, such as fitness tracker screenshots or a diary/record of your runs.
- The easiest way for your Assessor to complete their report is via www.edofe.org/assessor. They will need to know your eDofE number, your level (Silver) and the section (e.g. Skill).
- If your Assessor cannot use the internet, you should help them. As a last resort, they can fill in a report card and you then have to upload a clear photo of it to the eDofE app or website. Before you give them the card, you need to fill in the top sections.
- If you are stuck finding an Assessor, please email us.

Advice for assessors

Please give your Assessors a copy of this information!

Thank you for agreeing to assess me for one of my DofE activities!

I would like you to assess me for my **Volunteering / Physical / Skill** section.

I am doing my Silver Award, so I need to do this activity for **3 / 6 months**.

My **start date** for this section was

My **goals** were

.....

The easiest way for you to sign me off is by going to www.edofe.org/assessor.

My eDofE number is

Please write a short comment about my progress and achievements.

Please put something relevant in the 'Assessor's job title / Position'. If you are assessing me for Knitting, please put 'Knitting enthusiast' not your actual job title.

If you don't have access to the internet, please use the Assessor report card which I have given you. Please check that all parts of the card have been filled in.

Thank you so much for assessing me for my DofE. I couldn't do it without you!

Choosing activities for the different sections

A DofE programme should be balanced. Whilst you can do rugby as an activity for the Physical section, coaching a junior rugby team counts as Volunteering, and learning to be a rugby referee can count for the Skill section, you aren't allowed to use rugby in all three sections because it won't give you a balanced programme.

Your start date for each section will be the date that you ask your Assessor if he or she will assess you, and you agree with him or her your goals and timescales.

When choosing activities for each section, it is essential that you check with Mr Dixon, Mrs Kershaw or Miss Street, or stick to tried and tested activities (e.g. those recommended in this booklet). It is very sad when someone finds out at the end of their six months that what they chose to do doesn't count and won't be accepted by the DofE Award Verifier.

Often, the same kind of activity can fit into more than one section, depending on exactly what you are doing. For example, learning first aid is a Skill, but spending time as a first aider is Volunteering. In these cases, it is **essential** that when you enter the details on eDofE at the start of your programme you get the emphasis right, and it is also **essential** that your Assessor does the same. If your Assessor writes in your Skill report how much time you spent teaching first aid to younger members of the St John Ambulance, that sounds more like Volunteering.



Volunteering

Through Volunteering, you will be spending at least an hour each week for the duration of your activity making a difference to other people, animals, communities or the environment.

What doesn't count (not an exhaustive list!)

- Anything you are paid to do, e.g. babysitting, sometimes football refereeing
- Working for free in a business, e.g. café, private nursery, stables, vets, hair-dresser
- Helping someone who doesn't need help, e.g. shopping for a neighbour who is capable of doing it himself
- Dog walking is very problematic, so we want you to avoid this activity

Good examples / suggestions

- Sports coaching (for free; ask someone in the club to be your Assessor)
- Marshalling at the Junior ParkRun in Sanders Park on Sunday mornings
- Helping an elderly neighbour, e.g. fetching shopping
- Being a young leader, e.g. Cubs, Brownies, St John Ambulance, church group
- Helping kids in Year 3 with their reading
- Picking up litter in your local area and keeping a record of it (ask a local resident to assess you)
- Volunteering in a charity shop (ask the manager to assess you)

Covid update

For this year only, you can volunteer for a family member, e.g. tutoring a younger sibling or helping an elderly relative learn how to use the internet, but you need to get someone who isn't a relative to assess you. Please avoid dog walking.

There are loads of opportunities to volunteer at home. See <https://www.dofe.org/dofewithadifference/activities>. You could be a friend to an isolated elderly person, count penguins on webcam footage, or classify galaxies for NASA, all without leaving home.

If you are in any way uncertain about your choice of activity, you must check with Mr Dixon, Mrs Kershaw or Miss Street, or email us. There is a huge list of suggested activities online at www.dofe.org/do/activities.

Physical

By spending at least one hour per week for several months doing a Physical activity, you will improve your fitness and skills. Make sure you understand the difference between Physical and Skill so that your chosen activity counts, e.g. motorsports are a Skill, not a Physical. Golf is a Physical, not a Skill.

Many young people are already doing something that will count. But it's easy to find a new activity and it doesn't mean you need to play sport.

Good examples / suggestions

- Team sports (ask your coach to be your Assessor)
- Individual sports (ask your coach)
- Dance, cheerleading (ask your coach)
- Outdoor sports e.g. canoeing, sailing, climbing (ask your coach)
- Going to the gym (keep a log of your sessions, some screenshots of your fitness tracker app and ask a member of staff to assess you)
- Fitness e.g. running or swimming with a friend (keep a diary/log and some evidence from a fitness tracker and ask your friend's parent to assess you)

If you are in any way uncertain about your choice of activity, you must check with Mr Dixon, Mrs Kershaw or Miss Street, or email us. There is a huge list of suggested activities online at www.dofe.org/do/activities.



Skill

By spending at least one hour per week developing an existing area of interest, or learning something new, you will develop life skills, organisation, new friendships and social confidence.

Make sure you understand the difference between Skill and Physical, e.g. golf is a Physical, not a Skill. Remember that your Skill is about **learning** not volunteering, so **learning** to be a referee and gaining a qualification is ok, but **being** a referee isn't.

Good examples / suggestions

- Learning how to play a musical instrument (ask your music teacher to be your Assessor)
- Learning how to cook (ask an adult who is a good cook)
- Learning how to improve your photography using your phone (ask an adult who is a keen photographer or if you are stuck email us)
- Learning how to knit (ask someone who is an experienced knitter)
- Learning how to care for an animal and producing a project about what you have learned (ask someone with experience)
- Improving your skills in chess, snooker, role playing games (ask someone with experience)

Covid update

There are loads of opportunities to learn something new or develop an existing skill at home. See <https://www.dofe.org/dofewithadifference/activities>. You could take an online course leading to a certificate in first aid, sign language, touch typing or Chinese all without leaving home. You could learn how to write computer code, or learn how to create and manage websites.

If you are in any way uncertain about your choice of activity, you must check with Mr Dixon, Mrs Kershaw or Miss Street, or email us. There is a huge list of suggested activities online at www.dofe.org/do/activities.

Expedition

For most participants, the highlight of their DofE programme is the Expedition. At Silver, the Expedition lasts three days and two nights and takes place in unfamiliar rural countryside. You need to spend a minimum of seven hours each day walking and completing a small project that links to your chosen Aim. You are trained and assessed by members of staff who give their time voluntarily.

Remember that places on the Silver Expedition will be limited. You will be offered a place on the Expedition in early January if you have uploaded one Assessor report to eDofE before the first day of the Spring term.

Remember that the physical demands of the Silver Expedition are greater than at Bronze. It is a good idea to commit to a programme of preparation to make sure that you are fit enough. It is essential to spend time in advance walking in your boots to reduce the likelihood of blisters occurring.

The Silver Expedition training programme starts halfway through the autumn term and takes place after school on Mondays from 3:30 to 4:30. The training and planning sessions conclude halfway through the spring term. **You must attend all sessions.** The training programme includes

- First aid, emergency procedures and the Countryside Code
- Navigation, route planning, campcraft and packing a rucksack

The Practice Expedition takes place over a six day period shortly before Easter, in the Long Mynd (Shropshire). Your group of 7 students will attend on either the Thursday-Saturday or the Sunday-Tuesday. You should be available for the whole six days.

The Qualifying Expedition takes place during a week in July near to Malvern. Your group will attend on either the Monday-Wednesday or the Wednesday-Friday. You should ensure that you are available for the entire week.

Covid update

If we are unable to run Expeditions in 2021, any money that you have paid for the Expedition will be refunded. The enrolment/administration fee paid in the autumn term is not refundable because it covers DofE charges and administration. Participants who complete Volunteering, Physical and Skill sections will receive an official DofE Certificate of Achievement. See www.dofe.org/thelatest/certificate-of-achievement/

Expedition behaviour

The Silver Expedition staff team consists of approximately 14 volunteers, including teachers and support staff from across the school. Students must understand that these staff give their time freely, but they have the same high expectations of behaviour as within the normal school day.

All students and parents must sign a behaviour contract when Expedition Training commences in October. Key points from the contract include the following:

- I will attend all training sessions within my control for the various sections of the Award as scheduled.
- I realise that failure to attend expedition training will prevent me going on Practice or Qualifying camp.
- I will co-operate fully with requests from staff, all of whom I realise carry out DofE duties voluntarily.
- I will only allow members of my group to be in my tent and will not go into any other group's tents whilst on Practice or Qualifying camp. Failure to comply with this rule means I will fail my Expedition.

The approach to mobile phone use at Silver is different from that at Bronze. At Silver, students are encouraged to download specific apps to help them navigate in the event of an emergency. Some students also use their phones to take photos and videos as part of their Expedition Aim work. However, students must not use their phones inappropriately. For example, listening to music through headphones in your own tent is fine, but music should not be heard by other people.

These rules have been devised in order to keep our students safe, and to ensure that they benefit from the unique Expedition experience. They are robustly enforced. It is always very sad when young people let themselves down and sacrifice their Expedition by ignoring these school rules. Breaking these rules on either Expedition (Practice or Qualifying) will result in removal from the Expedition section.

How can parents/carers help?

- Discuss with your son/daughter which activities they are going to do for each section and help them to find a suitable Assessor.
- Encourage your son/daughter to get started on their three sections before the end of September, otherwise it will be impossible for them to earn a place on the Expedition.
- Make sure that your son/daughter keeps their Welcome Pack safe at home (it will arrive in the post).
- Keep your son/daughter motivated to spend at least one hour per week on each of their three sections.

How much does it cost?

The enrolment and administration fee for Silver is £45. From this, £22 is paid by the school to DofE to buy the 'Participation Place' and Welcome Pack. The remaining £23 is used in school to cover the annual cost of the DofE licence and the administrative time required to run the Award in school.

The Silver Expedition fee is £190. This is payable in the Spring term. Whilst this may seem a lot, DofE at South receives no funding from the school budget and must be self-sufficient. Significant costs include

- Purchase, maintenance and renewal of tents, stoves, maps and compasses
- Essential staff training and qualifications to keep students safe, e.g. first aid and expedition leadership awards
- Hire of the venues used for both expeditions
- Cost of supply teachers to cover absent teachers during the Expeditions
- Coach travel to and from the summer camp in Malvern

Expedition groups receive a cash payment in their groups before each Expedition which equates to £8 per person in the group for each Expedition. This is to be used to cover the majority of the cost of buying the food for the menu which they have planned to cook together.

FAQs

- I don't think we can afford the cost of the Expedition section. Can school help?
⇒ You are welcome to pay the Expedition fee in instalments. If you are entitled to Pupil Premium funding, please email us to request the appropriate forms. For PP recipients financial assistance might be available depending on how much funding you have requested for other educational visits from your allocated PP funds.
- I know someone in another school and they offer DofE at a lower price. Why does it cost so much at South?
⇒ We regularly meet with DofE Managers at other schools and our fees are in line with the majority. Every school is different. In many schools, where there are fewer participants, the school directly funds some of the costs, for example staff training and qualifications, the cost of equipment, the supply cover costs, etc. At South, the school is unable to afford to do this.
- Will my equipment from Bronze be ok for Silver?
⇒ Yes! Sometimes students reflect on the gear they used at Bronze and decide that they need to make a few upgrades. The Silver Practice camp is earlier in the year and we have sometimes had snow, so a warmer sleeping bag is a good idea. There are great deals in discount outdoor shops like Mountain Warehouse and Go Outdoors. You don't need expensive items—budget choices work fine too. You get 10% off in Go Outdoors through DofE.
- Will my son/daughter get a place?
⇒ All educational visits are subject to the same restrictions on behaviour, so as long as your son/daughter has a good behaviour record in school, they will be enrolled on DofE. As long as they have uploaded one Assessor report before the start of the Spring term, they will earn a place on the Expedition.
- What happens if they break the rules on Expedition?
⇒ Sadly, if a participant breaks the school rules or DofE rules on their Practice or Qualifying Expedition, we will contact you to ask you to come to collect them and they will not pass their Expedition.
- What if my son/daughter doesn't complete the Expedition through South?
⇒ They will remain enrolled in the Award scheme and will be eligible to complete their Award before they turn 25. Expeditions are provided by Approved Activity Providers — search online for opportunities.



**SOUTH BROMSGROVE
HIGH**

Key dates 2020-21

Deadline for enrolment forms to be returned in person to Mr Dixon, Mrs Kershaw or Miss Street in the Assembly Hall: Thursday 1 October

Deadline for £45 enrolment/admin payment to be made online: Thursday 1 Oct

DofE Launch Parents Information Evening (aimed at families new to DofE):

Will be available online in late September (details will follow via email)

Expedition Information Evenings (duplicated for convenience): Tues 12 or Wed 13 January (might be delivered online)

Expedition payment of £190 due: Friday 12 February

Practice Expedition: Thursday 25 March to Tuesday 30 March

Qualifying Expedition: Monday 12 July to Friday 16 July

Contacts

Mr Dixon—Director of DofE at South

Miss Street—DofE Administrator

Mrs Kershaw—DofE Administrator

Email: dofe@southbromsgrove.worcs.sch.uk

Please contact us by email because none of us are easily contactable by telephone. We can phone you back if needed. There is a voicemail facility on the main school telephone if you cannot use email.

Twitter: @SBHSDofE

www.dofe.org

www.southbromsgrove.worcs.sch.uk/dofe