



Kings
Academy

Believe and Succeed

November 2025

Dear Parent/Carer

Duke of Edinburgh's Achievement Award – Year 9 Bronze 2025/26

I am delighted to inform you that The Kings Academy has a dedicated Coordinator especially for the Duke of Edinburgh Award. My role is to support students in all sections of their DofE journey. I will be monitoring students' progress throughout their Award and will be available to support students in finding suitable evidence for each section of the Award.

The Academy is delighted to be able to offer Year 9 students the opportunity to enrol on the Duke of Edinburgh's Achievement Award, Bronze this term. This Award has four elements to it; Volunteering, Physical, Skills and the Expedition.

Students who decide they would like to take part in the Award will develop team skills and gain experience of working with others, developing their practical skills and physical stamina. The qualification may lead onto participation in the Silver Award in Year 10/11.

An Information Introduction to the Award Evening will be held and the presentation will be on the website under the DofE section for those who cannot attend.

To support students working towards their Bronze Award, specialist support and guidance will be available through direct emails to the Coordinator. This will ensure the following:

- Participants are registered to the scheme online and understand what to record and how to upload their evidence files
- Participants have appropriate placements for the volunteer element
- Participants have identified an appropriate skill element
- Participants have appropriate evidence for the physical element
- Organise for participants to complete expedition training, practice and qualifier expeditions. This element of the Award will be delivered by a DofE Approved Activity Provider (see below)

After enrolment, participants will receive their username and password via email directly from the Duke of Edinburgh Award Scheme to their parent/guardian email address provided to the coordinator on the enrolment form. Participants will receive their Welcome Pack straight to their home address after they have logged on and completed their on-line profile for the first time. The names and spelling on the profile is used to create the certificates so correct spelling is crucial.

Participants complete the volunteering, skills and physical elements in their own time and choose an appropriate assessor for each section. The assessor must not be a relative. They will upload their evidence and assessor reports on to an eDofE profile to show completion of each section. Participants will need to identify suitable placements and assessors for each of these sections and complete all sections. Blank assessor reports are contained within the welcome pack. Assessors need to complete these and then students upload these to their online profile, or assessors can log onto the website www.dofe.org/assessor and complete an online report.

This year, to ensure that students are committed to the Award, only those students who have started all sections of the Award and entered this information on their eDofE account by 31 January 2026 will go forward to be offered the opportunity to undertake the expedition. All sections of their Award will need to be completed before a place on the assessed Expedition will be guaranteed.

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The Expedition training, practice and assessed sections will be run by an AALA external provider. Please note that there is a behaviour, phone use and expected Expedition clothing policy that will be shared in due course with anyone who is offered a place on the Expedition. All risk assessments are undertaken before any Expedition is undertaken. Somerset Adventures will provide all the support and training required for the entire Expedition section. Students will be required to attend all the training outlined below alongside the two-day practice and assessment expedition. The training and Expedition days are for The Kings Academy students only. I will be present for a day at the training practice and assessed Expeditions.

The Expedition dates are as follows.

Training Days – Saturday 18 April and Sunday 19 April at the Academy

Practice Expedition - Saturday 16 May and Sunday 17 May at Mendips/Quantocks TBC

Assessment Expedition – Saturday 13 June and Sunday 14 June at Quantocks/Exmoor TBC

The total cost of the Bronze Award will be **£250.00**

This includes:

- Registration on the Award Scheme and creation of online DofE profile
- Bronze participant pack and booklet – received through the post
- Expedition training and assessment
- Use of all group camping equipment, stoves, maps, compasses and all campsite fees
- Weekly drop-in support sessions with a qualified DofE trainer and Expedition leader

Participants will need to provide their own personal clothing, footwear, rucksack and sleeping bag, and tick remover for undertaking a walking expedition in the hills. Detailed kit lists will be issued at the first training session. The County manages a 'loan' scheme for most personal items. Please email the coordinator if kit loans are required.

If you would like your child to participate in the Award, we ask that a first payment of £145 is made, which is the sign-up placement fee bought from County and a portion of the Expedition fee. This payment is non-refundable, and the deadline is Friday 19 December 2025. The final expedition payment of £105 is due on Thursday 2 April 2026.

The Award will be available on the MyChildAtSchool App **from 8.00am on Friday 14 November 2025**. If the Award is oversubscribed, places will be allocated on a first come, first served basis. Please ensure that we have your up-to-date emergency contact details and any relevant medical information for your child, as this information is taken from our school database. Payments are non-refundable.

Please forward the attached Parental Consent Form **and** the DofE Enrolment form to the school office for the attention of Esther Bryans, Duke of Edinburgh's Award Coordinator.

As with all Academy trips, students will be expected to uphold the reputation of the Academy and, therefore, exceptional behaviour is expected at all times throughout the day and in the lead up to the trip.

Yours sincerely

Esther Bryans

Duke of Edinburgh's Award Coordinator

ebryans@kowessex.co.uk

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Bronze Duke of Edinburgh's Award Training and Assessment

As parent/carer of _____ Tutor Group _____

I have read, fully understood and am satisfied with the details supplied about the above mentioned activity and agree to my son/daughter taking part in it.

I acknowledge that my son/daughter needs to complete all sections of the DofE Award before he/she will be allowed to move forward with undertaking the Expedition training.

I give my permission to be contacted by email in connection with Duke of Edinburgh. My email address is:

I have read, fully understood and am satisfied with the details supplied about the above-mentioned activity and agree to my son/daughter taking part in it. I know of no medical reason why he/she should not participate. I am aware that:

- Except for visits abroad, insurance arrangements are the same as those for pupils in the Academy, i.e. only provides cover if negligence is proven or accepted by the Academy and/or its employees.
- I should consider making my own insurance arrangements for personal accident cover for my son/daughter for Academy activities in the UK.
- If a medical condition is diagnosed after final payment parents may choose to withdraw their child. Equally if the Academy feel they cannot accommodate the student within the pre-existing arrangement for the trip, the Academy reserve the right to withdraw the student place.

Signed _____ Date _____

**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE FOR THE ATTENTION OF
ESTHER BRYANS, DUKE OF EDINBURGH AWARD COORDINATOR**

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