

12 November 2025

Dear Parent/Guardian

DUKE OF EDINBURGH AWARD SCHEME (BRONZE) – NEXT STEPS

I am writing to update you on the next steps for your child's Duke of Edinburgh (DofE) Award.

All participants should now be signed up to their eDofE accounts, or they will have been spoken to individually regarding what they need to do to ensure this is completed by **Friday** (14th), to ensure they can continue with the award. You will receive an additional email if this impacts your child.

I have uploaded a video to TEAMS explaining what is expected from your child in eDofE. This platform is where they will upload their evidence for the three main sections of the Award (Volunteering, Physical, and Skill), for which they are personally responsible.

Deadlines and Requirements

Thursday, 18 December

- All sections (excluding the Expedition) must be set up and sent to me for approval on eDofE.
- Each section must include:
A detailed explanation of what your child will be doing.
Details of their assessor (this cannot be a relative).
- The assessor is the person who will oversee and confirm your child's progress in that section once it is complete. They will later write a short description of what your child has achieved (this is not required by 18 December).
- If your child is struggling to find an assessor, they may ask any member of Priory staff.
Please note: I cannot act as an assessor for any section as I approve the overall award.
- Your child must also upload at least one piece of evidence for each section before 18 December to show they have begun their chosen activities. Guidance for this is included in the video on TEAMS.

Friday, 1 May

- All sections must be fully completed and signed off on eDofE.
- Each section should include:
Three pieces of evidence
A completed assessor's report (further guidance on this will be shared closer to the time).

To attend the expedition, your child must meet these deadlines. In particular, if they have not yet started their **6-month section**, they will need to begin this by **1 December** to remain eligible for the expedition. Please note that **1 May is the final deadline** for all section completions, as I will need time to review and approve them before the expedition.

PTO



2.

Next Payment

The next DofE payment of £69 will go live on Friday, 14 November. Please note that this payment is **non-refundable**.

Thank you for your patience – the delay in opening the second payment was due to following up with participants to ensure eDofE accounts were completed.

If you have any questions or concerns, please don't hesitate to contact me.

Yours faithfully



Mrs Cauchi
Teacher of History

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