



**YOUTH  
WITHOUT  
LIMITS**



## **Bronze Duke of Edinburgh Award – Parent Information Timeline**

This document outlines the full journey your child will take to achieve the Bronze Duke of Edinburgh (DofE) Award at Reigate School. It provides a clear timeline of key stages, from sign-up to the final celebration event.

### **1. Initial Presentation & Sign-Up (Summer Term 1, May/June Year 9)**

- Introductory assembly delivered to students by the School's DofE Co-Leads.
- Sign-up window opens (typically 2–3 weeks) with submission date for application letters.

### **2. Enrolment & eDofE Account Setup (Summer Term 2, late June – July, Year 9)**

- Letters of application considered & allocation of places confirmed.
- Parent Information Timeline shared with parents and students.
- Consent forms and deposit payments collected from participants.
- Students are enrolled and receive eDofE login details to enable them to set up their eDofE account before the end of term.
- Students attend an assembly with the Co-Leads to get further details about what the Award entails.
- Co-Leads run a session to help with setting up of eDofE accounts if there are any issues.
- Students can start their activities – Physical, Skills & Volunteering.

### **3. Regular Meetings & Progress Checks (Across the School Year, Year 10)**

- Weekly Drop-in sessions held during first half of Autumn half term to support with queries & help students set up personal activity plans and check progress with starting activities.
- A DofE Team for the participants set up on Teams to enable regular communication & information to be shared by the DofE Co-Leads with students.
- Students upload Assessor Reports and any additional evidence such as photos, logs or certificates onto their eDofE account as they complete each of their 3 activities.
- Second & third deposit payments made by parents/carers.
- Termly progress updates may be sent to parents/carers via the School Newsletter.

#### **4. Expedition Training (Autumn – Spring Terms, Year 10)**

- An Information Evening session for parents & carers at school with DofE Co-Leads & BXM Expeditions (Autumn term), including expedition format, kit, expectations, etc.
- Participants allocated into groups of between 6 & 7 for Expeditions.
- Training Day for groups with BXM Expedition Instructors & DofE Co-Leads, includes navigation, first aid basics, camp craft & kit (Spring term, on a Saturday in school).
- Students learn route planning, safety and teamwork skills.

#### **5. Training Expedition (Spring Term, Year 10 – May)**

- A two-day, one-night Training Expedition with BXM instructor & Co-Lead supervision.
- Students practice camp craft, cooking and navigation.
- Post-expedition briefing with students to prepare for the Assessed Expedition.

#### **6. Completion of Activity Sections (Summer Term, Year 10)**

- If not already done so, students finish Volunteering, Physical and Skills sections.
- Assessor Reports for each section uploaded to eDofE.
- Catch-up sessions provided for any outstanding sections.

#### **7. Assessed Expedition (Summer Term, Year 10 – June)**

- Two-day, one-night Assessed Expedition with BXM instructor & Co-Lead supervision.
- Students demonstrate independence, teamwork and navigation.

#### **8. DofE Manager Review & Submission (Late Summer Term, Year 10)**

- DofE Manager checks that all evidence for each participant meets the Award requirements.
- Award submitted for independent verification on behalf of the DofE Scheme.

#### **9. Award Verification (Late Summer Term, Year 10)**

- Independent DofE Verifier reviews each Award.
- Participants notified once Award approved.
- Children are presented their certificates at the Reigate School Awards Ceremony & parents/carers invited to attend.
- Opportunity to sign up for the Silver Award (if Bronze successfully completed).

#### **10. Silver Award (Year 11)**

- Children can undertake their Silver Award activities with support from our Co-Leads. Expeditions arranged with outside provider, not through Reigate School. (Further information can be provided on the provision for Silver Award if and when necessary).

**DofE Co-Leads: Mrs Parsons & Mrs Salisbury**

**Email:** [duke@reigate-school.surrey.sch.uk](mailto:duke@reigate-school.surrey.sch.uk) or [info@reigate-school.surrey.sch.uk](mailto:info@reigate-school.surrey.sch.uk)

**Resources:** [Reigate School - Duke of Edinburgh](#) & **Duke of Edinburgh website:** [www.dofe.org](http://www.dofe.org).