



DofE Participant Enrolment Form

Dear Parent and/or carer,

Your son/ daughter has expressed an interest in completing the Duke of Edinburgh Award at JCSC. We are delighted to be able to offer this exciting opportunity to year nine students.

What is The Duke of Edinburgh Award?

It is recognition of a young person's successful journey of self-discovery and development, acclaimed by employers and universities alike for demonstrating the qualities developed within young people who achieve it. It is a balanced programme that develops the whole person - mind, body and soul, in an environment of social interaction and team working. There are three progressive levels of DofE programmes which, when successfully completed, lead to a Bronze, Silver or Gold Duke of Edinburgh's Award. The Bronze Award takes approximately 8-12 months to complete.

Completion of the Bronze Award will involve your son/daughter successfully completing 4 different sections enabling them to show commitment and further develop their skills. The four sections include a physical activity, a skill, volunteering and completing a 2 day expedition (including one night camp). It may be that they are already taking part in an activity that falls into one of the sections, in which case they will now be able to gain recognition for this. Equally, we will be encouraging pupils to undertake new experiences.

All training sessions for the award will commence fully later this term, after the half-term holiday, running from 3:30pm – 4:30pm on a Monday. Your child will receive a full training calendar once they have enrolled. Bus passes are available for students, if required.

How much does it cost?

Currently it is estimated that the total cost will be £130 to complete the DofE Bronze Award. This is only an estimate at the moment due to rising costs and restrictions on places currently available to camping groups. We have recently had to change a number of regularly used sites due to closures, this puts added costs onto the expeditions but I am hopeful that we will not need to change the amount significantly. This is required in 4 payment instalments across the year (see overleaf), paid via School Comms, to make the payments more accessible. We pride ourselves on being the cheapest centre offering DofE in the region; however, we do require the payments to cover outgoing costs for your child to complete the award. The £130 cost covers:-

- Online access to eDofE, insurance and certification costs
- All internal training run by JCSC qualified staff (£0).
- Practice Expedition & qualifying expedition, including campsite fees, transport to and from JCSC & assessor fees
- Use of the equipment

There is funding available for students that receive Free School Meals to cover the cost of the award. Please see overleaf for more information.

Your child will need to provide walking boots/shoes for the expeditions. A kit list is attached showing what we are able to provide to your son/daughter free of charge and what they will be required to supply themselves. They do not require any of the kit until the Easter term.

In order to enrol your child onto The Duke of Edinburgh Award scheme, please could you complete and return the enrolment form/reply slip (attached) and make the first £35 instalment via School app by Friday 26th of September. In the meantime, if you have any questions please do not hesitate to contact me.

Yours faithfully,

Mr. L Gwillim
DofE Centre Manager
lgwillim01@jcsc.co.uk



DofE Participant Enrolment Form

Payments:

The follow instalments are required by the following dates:

- Instalment 1: Friday 7th November 2025 - £35
- Instalment 2: Friday 23rd January 2026 - £30
- Instalment 3: Friday 6th March 2026 - £30

If your child borrows any equipment from the kit store for their expeditions, any damage will be charged to cover the cost of repair or replacement.

What if my child receives Free School Meals?

If your child is eligible for Free School Meals, then we can apply for funding to cover the cost of the award. Please tick the appropriate box on the reply slip if you would like to be considered for this funding. Each funding application is considered on an individual basis and we will contact you individually to inform you whether the application was successful.

What if my child decides to drop out of the award?

If your child decides to withdraw from the award at any time throughout the year money paid will not be refunded.

Expeditions:

Your child will be required to attend both the Practice Expedition and the Qualifying Expedition in order to complete this section of the award.

Bronze Practice Expedition: April 2026, TBC , Northumberland

Bronze Qualifying Expedition: June 25th& 26th 2026 Hadrian's Wall, please keep these dates free, but may be subject to change.

Kit

In order to keep the cost of the award a cheap as possible, we are able to provide students with the majority of kit needed to complete the expedition section of the award. The table below outlines the kit that is needed, what the students are required to supply themselves and what we can offer. If the kit is damaged through malpractice we will expect the cost of the repair or replacement from the participant.

Kit WE can provide	Kit PARTICIPANTS (you) need to provide
Waterproof Jackets	Walking boots (broken in)
Waterproof Trousers	2 pairs of walking socks
Rucksacks	Base layers
Tents	Gloves
Sleeping Bags	Hat
Sleeping Mats	Base layers
Sleeping Bag Liners	Walking Trousers or tracksuit bottoms (not cotton)
First Aid Kits	2-3 T-shirts (not cotton) or quick-dry tops
Group Shelters	Fleece or Mid-layer
Survival Bags	Underwear
Compasses	Nightwear
Maps	Wash kit



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Whistles	2 x 1L Water bottle
Head torches	Sun cream
Dry bags	
Spork and bowl	



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REPLY SLIP

DofE BRONZE 2025/2026

LGW

Name of student

Tutor Group /

I would like to enrol my child onto The Duke of Edinburgh Bronze Award scheme 2025/2026

I have paid the initial instalment of £35 via School app.

I agree to pay the following instalments via School Comms by the following deadlines in order to complete DofE Bronze.

- Instalment 1: Friday 7th November 2025 - £35
- Instalment 2: Friday 23rd January 2026 - £30
- Instalment 3: Friday 6th March 2026 - £30

☐ My child is eligible for Free School Meals – I would like my child to be considered for the funding to cover the cost of the award.

I give permission for my child:

- To remain behind after-school for any DofE training session throughout the year 2025-26
- To take the bus home (if required).
- To use all of the outdoor equipment required to prepare them for their expedition (and that if my child damages the equipment that they will be charged for a replacement).

I understand that the DofE Centre Manager reserves the right to remove my child from DofE if their behaviour in school or during any DofE training session/expedition is poor and/or causes concern over the safety of the group. MONEY PAID WILL NOT BE REFUNDED.

Please outline any medical details we may need to be aware of for the expeditions:

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Emergency Contact.....

Phone Number:

Name of parent/carer

Signed by parent/carer Date



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PLEASE RETURN THIS REPLY SLIP WITH THE DOFE ENROLMENT FORM AND MAKE THE INITIAL PAYMENT VIA SCHOOL COMMS.

Please print clearly in **CAPITALS** or type your details in. You must complete all of the questions.

DofE Centre and group details (if you know them):

DofE Centre: James Calvert Spence College	DofE group: N/A
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DofE level:

Bronze <input type="checkbox"/>

Personal details:

First name:	Last name:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: / /
Primary language English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/>	
Date you wish to start your DofE programme if known (enrolment date): / /	

When you first sign in to eDofE you will be asked to record some personal details such as your contact details, ethnicity and personal circumstances along with details of any medical needs you may have. This data is used to enable your Leaders to support you doing your DofE programme and for the DofE's statistical and reporting purposes. You will always have a 'prefer not to say' option.

Your Contact details:

Email address:	
Address (line1):	
Address (line 2):	
Town/City:	
County:	Postcode:
Telephone:	Mobile number:

Emergency contact details:

Emergency Contact name:	Relationship to you:
Emergency contact telephone number(s):	

P.T.O.

Declaration:



DofE Participant Enrolment Form

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the online eDofE system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at www.eDofE.org

Print Name	Signature	Date
		/ /

Consent to enrol from parent or guardian (if applicant is under 18 years old).

- I agree to my son / daughter / ward doing a DofE programme. I note that it is my responsibility to check that any activity my son / daughter / ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, centre or Licensed Organisation.
- I have paid the initial instalment of £35 via School Comms.
- I agree to pay the following instalments via School Comms by the following deadlines in order to complete DofE Bronze.
 - Instalment 1: Friday 7th November 2025 - £35
 - Instalment 2: Friday 23rd January 2026 - £30
 - Instalment 3: Friday 6th March 2026 - £30
- I give permission for my child:
 - To remain behind after-school for any DofE training session throughout the year 2025-26.
 - To take the public bus home (if required).
 - To use all of the outdoor equipment required to prepare them for their expedition (and that if my child damages the equipment that they will be charged for a replacement).

☐ My child is eligible for Free School Meals – I would like my child to be considered for the funding grant to cover the £130 cost of the award (please tick).

I understand that the DofE Centre Manager reserves the right to remove my child from DofE if their behaviour in school or during any DofE training session/expedition is poor and/or causes concern over the safety of the group.

Print Name	Signature	Date
		/ /

Note:

Data supplied on this form and in eDofE and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Licensed Organisation and DofE centre to monitor and manage DofE participation and progress by young people and manage and support Leaders.

The DofE Charity will use personal data to communicate useful and relevant information to either help participants complete a DofE programme, Leaders/LOs to run DofE programmes more effectively or help the DofE Charity to improve the quality and breadth of its programmes.

Occasionally the DofE Charity may send you information relating to commercial offers. If you do not wish to receive commercial information from the DofE Charity you can choose not to by amending your contact preferences in your eDofE profile at any time.



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