

6<sup>th</sup> February 2018

Dear Parent and Participant,

**DofE Bronze and Silver Award Presentation Evening – Tuesday 13<sup>th</sup> March 2018**

I am writing to let you know of the Bronze and Silver Award presentation evening on Tuesday 13<sup>th</sup> March 2018 at which we hope to present as many of our current DofE participants as possible with their final certificate of completion and their Bronze or Silver badge. The evening will also include some short presentations by pupils on their DofE activities as well as displays of photographs and other material.

**In order to be able to present your son/daughter with their certificate and badge it is vital that they complete their online evidence in their eDofE account for each section of the award which must include a statement from their assessor which includes their contact details and includes the start and finish dates.** This can either be completed in the 'Keeping Track' booklet and scanned in, or the assessor can complete a statement on-line by following this link on the DofE website <http://www.dofe.org/assessor/>. The assessors' reports for the expedition section have already been uploaded. The on-line evidence will then be checked and verified before certificates can be printed. In order for there to be sufficient time for this to take place **all evidence must be uploaded by Monday 26<sup>th</sup> February at the latest.** If your son/daughter is having difficulty with their eDofE account, they must speak to Mrs Purrington in the Maths office who will be able to advise.

The programme will start at 6.00pm The Venue and should be complete by 7.00pm. If you would like to attend, please could you complete and return the slip below so that we can accurately estimate numbers. Your support in encouraging your son/daughter to complete their evidence as soon as possible is appreciated.

Yours sincerely



**Mr J Kemp**  
**DofE Manager**



I/We will be attending the **DofE Presentation Evening** on Tuesday 13<sup>th</sup> March 2018.

Name of son/daughter \_\_\_\_\_ Total number in party \_\_\_\_\_

*Please return this slip to Mrs Cross by Wednesday 7<sup>th</sup> March 2018.*