

26 September 2017

MW/JB

Dear Parent/Carer

**Duke of Edinburgh DofE Drop-In Clinic – Saturday 14 October 2017**

I would like to inform you that I will be running a DofE drop-in clinic on the above date which will enable you and your child to ask questions or clarify issues in a focussed environment with support from staff. They may wish to use this time to complete their personal eDofE administration or to meet their group for route and menu planning or aim presentations.

This session will be run between 10am and 3pm in Classrooms 42 and 43 at Carre's Grammar School. Please report to the main entrance/reception of the Sports Hall and follow the signs to the classrooms where you will need to sign in and out (to comply with fire regulations).

This training and support is offered to all students currently registered at any level of the Award from Years 9-13 at Carre's and KSHS, as well as their parents. I also hope many students who have completed expeditions previously, but not their full Award, will come along for assistance in completing the requirements and securing a full Award.

If the assessor reports are the only part of the award outstanding then please endeavour to get the assessor report cards completed by the named assessor and bring these to the clinic and we will get the sections signed off.

*Please ask your son/daughter to bring their eDofE user name and password to enable them to log into the system.*

If you wish to contact me prior to the event for clarification or electronic copies of the assessor report cards please email: [dofe@robertcarretrust.uk](mailto:dofe@robertcarretrust.uk)

I look forward to seeing many of you at some time between 10am and 3pm on 14 October.

Kind regards



**Mrs Walker**  
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Robert Carre Trust  
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