



MUST, SHOULD, COULD

Guidance for schools
delivering the Primary
PE and Sport Premium

November 2017



Governors

- **Publish information** detailing the current and projected expenditure of the funding on the school's website by April each year
- Regularly **scrutinise** current and projected expenditure with the head teacher and **identify** and understand the **impact** that the grant is making, particularly **for PUPILS**
- Ensure that the head teacher has effective performance management systems in place to check the impact of the spend
- Recognise and celebrate effective impact, particularly where this is directly related to the pupils
- Ensure and support the role of a designated lead teacher for physical education and school sport
- Ensure that the premium is being used to **enhance**, rather than maintain, **existing provision**
- Ensure improvements have long term sustainability

Head Teachers

- **Publish information** detailing the current and projected expenditure of the grant on the school's website by April each year. This should include:
 - the amount of premium received
 - a full breakdown of how it has been spent (or will be spent)
 - the impact the school has seen on pupils' PE and sport participation and attainment
 - how the improvements will be sustainable in the future
- Publish how many pupils within your year 6 cohort are meeting the national curriculum requirement to swim competently, confidently and proficiently over a distance of at least 25 metres, use a range of strokes effectively and perform safe self-rescue in different water-based situations.
- Regularly share current and projected expenditure with governors and **discuss the impact** that the grant is making, particularly **for PUPILS**
- Aim for outstanding teachers with high standards referenced in the Teachers' Standards Framework.
- Designate a member of staff to lead Physical Education
- Ensure **effective recruitment, induction and monitoring** of all external providers

PE Subject Leaders

- Have information detailing the current and projected expenditure of the grant published on the school's website by April each year
- Regularly **share** current and projected **priorities and outcomes** with pupils, staff, parents and senior leaders
- **Evidence the impact** of the grant **for PUPILS** and publish this on the school website
- Develop, maintain and monitor outstanding teaching in Physical Education across the school
- If selected, participate in the Active Lives Children's survey which measures participation in sport and physical activity amongst children in school years 1 to 11. You will be supported by Active Black Country, the County Sports Partnership for your area, to complete the survey

Parents

- **Be a good role model** [play in the park or garden with your children]
- Ensure that their children are equipped for physical education lessons [have a change of clothes and correct footwear]
- Encourage and promote a **healthy weight** for their children
- Encourage, motivate and support their **children to engage in moderate to vigorous intensity physical activity for at least 60 minutes every day** [walk to and from school every day]. At least 30 minutes should be school based
- Encourage and develop less screen time and more sleep time

Sports Coaches and Clubs

Minimum standards for coaches working in schools

We recommend adoption of these standards when you are taking on or using coaches. The standards include recommendations across the following five areas:

1. Minimum age (18)
 2. Appropriate qualifications (eg: 1st 4 Sport L3 PE and Sport in Schools or a L2 NGB Qualification **in the activity** being led or managed)
 3. Have appropriate insurance (ie. public liability for £10 million plus professional indemnity)
 4. Safeguarding children and vulnerable groups legislation
 5. School or local authority policies and procedures
- **Coaches supporting lessons should never replace or displace the teacher**
 - Have a clear DBS check

There are 5 key indicators that schools should expect to see improvement across:

- The engagement of all pupils in regular physical activity - the Chief Medical Officer guidelines recommend that all children and young people aged 5 to 18 engage in at least 60 minutes of physical activity a day, of which 30 minutes should be in school
- The profile of PE and sport is raised across the school as a tool for whole-school improvement
- Increased confidence, knowledge and skills of all staff in teaching PE and sport
- Broader experience of a range of sports and activities offered to all pupils
- Increased participation in competitive sport

Should

Some schools will also

Governors

- Have a formal, long term strategy for PE and sport. This should be aligned with the SEF/ whole school plan and have been informed through feedback
- Ensure all coaching staff **delivering** PE and extra-curricular sports activities on the school site comply with minimum standards required for working in schools
- Ensure that sports coaches **are not leading** curriculum PE lessons
- Nominate a 'PE & Sport Lead' governor to work with, monitor and support the PE subject leader to **identify appropriate spend** of the grant, linked to a PE and Sport action plan
- Support the head teacher and staff to implement healthy eating and physical activity strategies

Head Teachers

- Have a formal [written and dated], long term strategy for PE and sport. This should be aligned with the SEF/ whole school plan and have been informed through feedback from pupils, staff and **parents**
- Ensure all sports coaches comply with the minimum standards required for working in schools and are regularly observed and formally **monitored**
- Ensure that sports coaches **are not leading** curriculum PE lessons
- Regularly meet with PE subject leader to monitor outcomes of the grant
- When publishing evidence of the Impact of the Primary PE and Sport Premium on the schools website use the Website Reporting Tool commissioned by the DFE.

PE Subject Leaders

- Have a formal [written and dated], long term strategy for PE and sport. This should be aligned with the SEF/ whole school plan and have been informed with pupil and staff feedback
- Ensure all coaching staff delivering PE and extra-curricular sports activities on the school site comply with minimum **standards** and are quality assured
- Audit staff to determine appropriate and targeted training
- **Monitor attendance** at extra curricular sports clubs to ensure there is an inclusive offer which is **accessible to all pupils**

Parents

- Support and encourage children to attend after school or community sports clubs
- Attend school events and competitions to show your support and encouragement
- Encourage less screen time and more sleep!
- Take children on a walk in the local area
- Keep a family activity log
- Eat healthy meals, drinks and snacks
- Keep to child-size portions

Sports Coaches and Clubs

- Ensure class teachers play an active lead role in the lesson in curriculum PE and understand that they have the responsibility for the lesson
- When involved in activity beyond the lesson have completed age-specific training in the sports being coached
- Have attended scUK Safeguarding and Protecting Children workshop or equivalent
- Comply with the school's policies and national guidelines relating to behaviour, health and safety, safeguarding and equality
- Ensure that their contribution to all lessons and sessions follow a thorough plan and ensure that teachers support delivery and understand their role where appropriate
- When supporting the teaching of PE lessons, ensure that all pupils make progress and all lessons are fully inclusive and challenging
- Complete 1st4Sport Level 3 PE and Sport in Schools as a minimum to support curriculum delivery

Governors

- Use contacts from outside of school to support sport activities eg. sponsorship, facilities, coaching etc
- **Review** the school's Physical Education and sport provision and identify areas for development on an annual basis
- Identify specific outcomes to be achieved and measure these [improving progress and skills, behaviour, better attendance, increasing participation / competition]
- Provide effective resources for pupils and staff
- Ensure that external providers [coaches / specialist teachers etc] are monitored to ensure quality and impact of their delivery

Head Teachers

- Pool the grant with other local schools to employ a specialist teacher to train existing teachers or teach PE across a cluster of schools
- Pay the most effective teachers an enhanced allowance to lead improvements in PE and sport (eg. via a TLR)
- Provide training and enhanced payment for lunch time supervisors to introduce structured activities at breaks and lunch times

PE Subject Leaders

- Establish a Sports Council where pupils can discuss and plan PE and sports activities
- Liaise and collaborate with PE leads at other schools to share good practice
- Achieve a quality mark which recognises achievement in PE and sport (School Games, Association for Physical Education – afPE; or Youth Sport Trust - YST)
- Informally observe PE lessons to compile a picture of teaching competency across the school
- Perform annual or termly planning/ assessment scrutiny
- Contact local sports clubs and pay for coaching/ training of coaches to establish new community links with the school

Parents

- Introduce the 10 top tips for a healthy family lifestyle:
 1. *Eat at the table together*
 2. *Include children in family activities*
 3. *Ban "sweetened" drinks from the home*
 4. *Make sure the whole family eats breakfast every day*
 5. *Decrease screen time*
 6. *Get active on holiday*
 7. *Prepare more meals at home*
 8. *Have healthier takeaways*
 9. *Avoid over-sized portions*
 10. *Walk for charity*

Sports Coaches and Clubs

Minimum standards for coaches working in schools

We recommend adoption of these standards when you are taking on or using coaches. The standards include recommendations across the following five areas:

1. Minimum age
 2. Appropriate qualifications
 3. Appropriate insurance cover
 4. Safeguarding children and vulnerable groups legislation
 5. Policies and procedures
- Encourage and promote local sports clubs
 - Offer to provide after school training for school staff
 - Organise intra-school competitions
 - Assist school sports teams during off-site competitions
 - Run additional extra-curricular sessions for low achievers and/ or gifted and talented pupils