

# MUST, SHOULD, COULD

Guidance for schools  
delivering the Primary  
PE and Sport Premium

*November 2018*



# Primary PE and Sport Premium - 5 Key Indicators

*Schools must use the funding to make additional and sustainable improvements to the quality of PE and sport they offer. 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

A range of best practice examples and initiatives that Black Country Primary and Special schools are adopting, including the approach and actions undertaken, cost implications, evidence and impact on the school and young people as well as the future steps, plans and sustainability can be found at: [www.blackcountryschoolshub.co.uk](http://www.blackcountryschoolshub.co.uk).

The link also includes further opportunities to access more detailed case studies against the 5 key indicators.



# Swimming

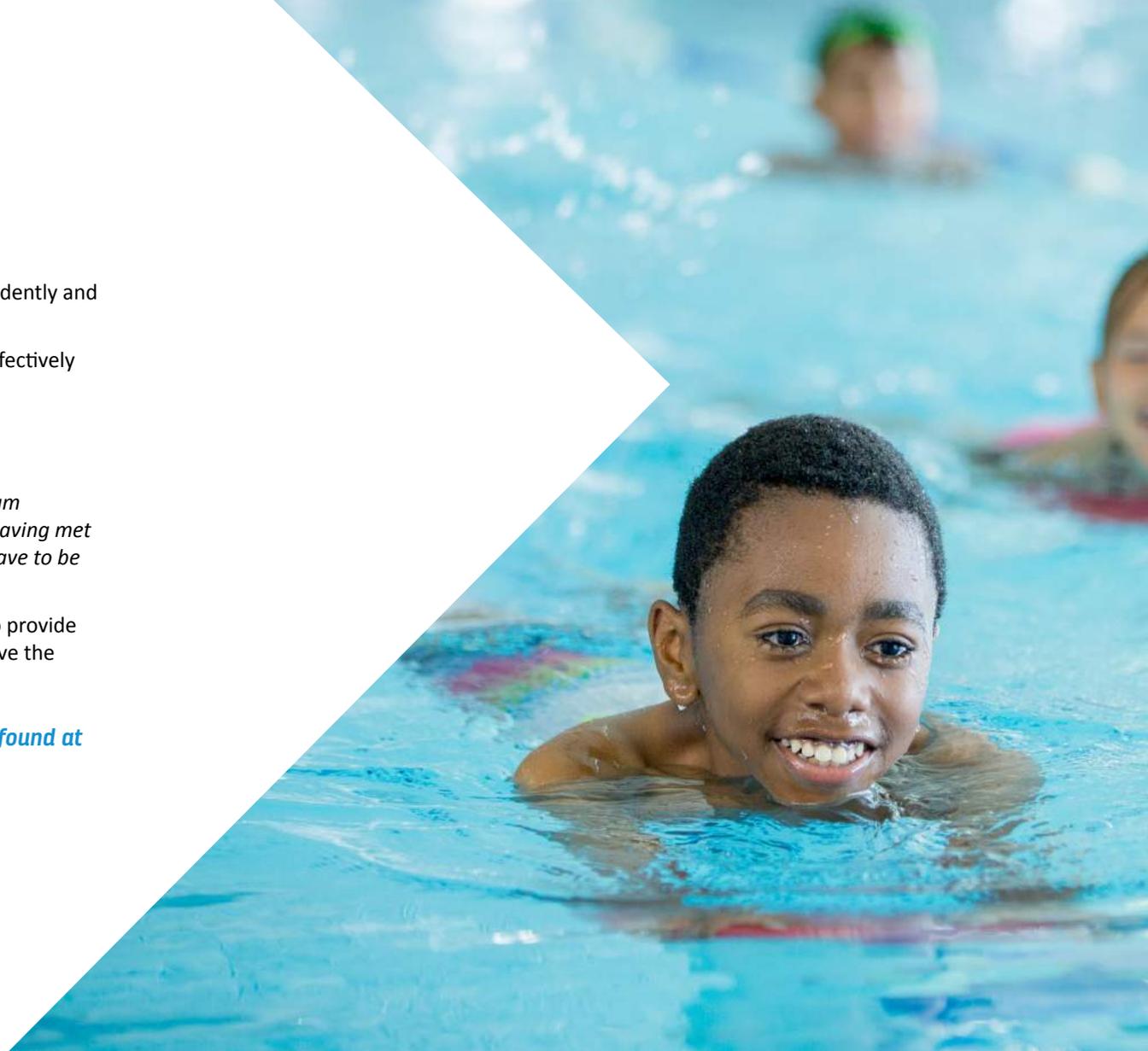
## **As part of the grant requirements schools are required to report on the following swimming information:**

- What percentage of your current Year 6 cohort swim competently, confidently and proficiently over a distance of at least 25 metres?
- What percentage of your current Year 6 cohort use a range of strokes effectively [for example, front crawl, backstroke and breaststroke]?
- What percentage of your current Year 6 cohort perform safe self-rescue in different water-based situations?

The Department For Education state *'If a child has met the national curriculum requirements at some point during KS1 or KS2 then they can be counted as having met the requirements in 'the current year 6 cohort' – i.e. the teaching does not have to be delivered in year 6, or the child re-tested.'*

Please note Schools can choose to use the Primary PE and Sport Premium to provide additional provision for swimming but this must be for activity over and above the national curriculum requirements.

**Examples of practice from schools across the Black Country can be found at [www.blackcountryschoolshub.co.uk](http://www.blackcountryschoolshub.co.uk)**



### Governors

- **Publish information** detailing the current and projected expenditure of the funding on the school's website by 31<sup>st</sup> July 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 31<sup>st</sup> July 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 high teaching competency in Physical Education across the school [teacher standards and performance]
- 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 31<sup>st</sup> July 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 high teaching competency in Physical Education across the school
- Work with your designated School Games Organiser (SGO) to ensure the school can access the range of opportunities delivered in the area
- 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 30 minutes every day** [walk to and from school every day]
- Encourage and develop less screen time and more sleep time

### Sports Coaches, Instructors 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 cover
  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 appropriate insurance (ie. public liability for £10 million plus professional indemnity)
  - Have a clear DBS check
  - Have attended a UK Coaching Safeguarding and Protecting Children workshop or equivalent

# 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 DtFE [Download here](#)

## 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**
- Utilise the Active Lives Children's survey school reports to determine and implement positive and sustainable changes to children and young people's participation in, and attitudes towards, sport and physical activity

## Parents

- Support and encourage children to attend after school and 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 and drink healthy meals and snacks
- Keep to child-size portions

## Sports Coaches, Instructors and Clubs

Comply and adhere to the CIMPSA professional standards\* for:

1. Working in the school environment
  2. Working with children
- 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
  - 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
  - Attend relevant and appropriate emergency first aid training

\*further information regarding the CIMPSA professional standards can be found at: [www.workforce.org.uk/coaching](http://www.workforce.org.uk/coaching)

## 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
- Incorporate the data from the Active Lives Children's survey school report into school improvement planning

## 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, Instructors and Clubs

### Minimum standards for coaches working in schools

- 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

# Active Lives Children and Young People Survey

***The Active Lives Survey for Children and Young people was launched in the 2017/2018 academic year.***

Designed by Sport England, the Department for Education (DfE), the Department for Health (DfH), and the Department for Digital Culture Media and Sport (DCMS), its purpose is to gain a detailed insight into the current physical activity habits of the nation's children and young people aged 5 to 16. Data collected through the process will be used by Sport England and central government to shape and unlock investment in physical activity both nationally and locally.

In addition to a small financial reward each school will receive a bespoke report outlining their results from the survey which will cover measures of children's activity levels, physical literacy, swimming proficiency, wellbeing, self-efficacy and levels of social trust. This will provide schools with evidence and insight into how the school is performing in terms of engaging its pupils in sport and physical activity. The report can then be used as a great baseline for the school to identify and plan their use of the Primary PE and Sport Premium funding

- The survey is completed online at the school and should take each child no longer than 20 mins to complete.
- Each school will survey one mixed ability class from three different year groups. The classes and years groups are randomly selected using a Sport England formula.
- For those schools who have classes selected from years 1 and 2, Sport England would also like parents of these children to complete an online survey on their child's activities. An additional financial incentive is available for these schools.
- In addition one teacher from each school will be required to complete a short 10 to 20 minute questionnaire.

The survey is being distributed to primary and secondary schools across the Black Country by Active Black Country and will enable us to support participating schools throughout the process. If your school is randomly selected to participate by Sport England, Active Black Country will notify you by the start of the term you have been selected to complete the survey in.

***For details on the survey and the resources available, visit:***  
***[www.activeblackcountry.co.uk/i-am-a-school/active-lives](http://www.activeblackcountry.co.uk/i-am-a-school/active-lives)***

***To view the analysis of the 2017/18 survey, visit:***  
***<https://www.activeblackcountry.co.uk/i-am-a-school/active-lives/201718-survey-analysis/>***





## Case Studies

If you would like to share your schools ways of workings or any initiatives that have had a positive impact on your children and young people we would be interested in hearing from you as we are always looking for examples and approaches of best practise that we can share.

Visit [www.blackcountryschoolshub.co.uk](http://www.blackcountryschoolshub.co.uk)

## Primary PE and Sport Premium Awards

Our annual Primary PE and Sport Premium awards celebrate the achievements and good work of schools across the Black Country. Schools have the opportunity to nominate across a number of category areas over the academic year to be in with a chance to win one of the awards. Further information including details on specific award categories and criteria can be found on the ABC website.

Visit [www.activeblackcountry.co.uk/i-am-a-school/primary-pe-and-sport-premium/](http://www.activeblackcountry.co.uk/i-am-a-school/primary-pe-and-sport-premium/)

## Further information regarding the Primary PE and Sport Premium, including resources and supporting guidance can also be found at:

[www.afpe.org.uk/physical-education/advice-on-sport-premium/](http://www.afpe.org.uk/physical-education/advice-on-sport-premium/)

[www.youthsporttrust.org/PE-sport-premium](http://www.youthsporttrust.org/PE-sport-premium)

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