

**Active Lives Survey for Children and Young People  
School Checklist**

Thank you for agreeing to participate in the Active Lives Survey for Children and Young People. The following checklist is designed to guide you through the different stages of preparing for and administering this survey in your school.

Stage	Action	Done
1. Initial identification	Active Black Country provide the 2/3 Ipsos MORI randomly selected year groups to be surveyed.  Selected Year Groups: Y2,Y4 and Y6	
2. Initial identification	Identify one teacher who can complete a short 10- to 20-minute teacher survey. In most cases a teacher involved in PE will be best placed to complete the survey but this is flexible and it is up to you to decide who would be the best person to take part. Your URL is: School Urn Number:  Selected Teacher:	
3. Initial identification	Identify a suitable date (where It is available) for the selected Tutor groups to conduct the survey <b>between 2<sup>nd</sup> January and 29<sup>th</sup> March 2018</b> . Tutor groups can complete the survey on different dates if needed. We would ideally like all the pupils in each class to complete the survey.  Selected Dates(s):	
4. Prior to survey being administered	Once Tutor groups have been selected, you should write to parents (by letter or email) to inform them that their child has been selected to complete the survey, giving them the opportunity to opt their child out. Suggested text has been provided. We would recommend that you send this communication from the Head Teacher of your school. <u>Please keep a record of any opt outs received.</u>  <b>ACTIVE LIVES letter for parents secondary</b>	
5. Prior to survey being administered	The survey will need to be completed on a computer, laptop or tablet that has access to the internet so you may need to ensure that these facilities are booked in advance of the survey date. You should <b>ensure that the survey domain (and all subdomains) has been whitelisted and permitted for use by pupils</b> . This is not a web address so you cannot check it.  This link allows you to review the content of the questionnaire  <ul style="list-style-type: none"> <li>• Years 1-2 questionnaire: <a href="https://surveys.ipsosinteractive.com/mriWeb/mriWeb.dll?I.Project=S2013882&amp;id=&amp;i.user4=PRACTICE">https://surveys.ipsosinteractive.com/mriWeb/mriWeb.dll?I.Project=S2013882&amp;id=&amp;i.user4=PRACTICE</a></li> <li>• Years 3-6 questionnaire: <a href="https://surveys.ipsosinteractive.com/mriWeb/mriWeb.dll?I.Project=S2013919&amp;id=&amp;i.user2=b&amp;i.user4=PRACTICE">https://surveys.ipsosinteractive.com/mriWeb/mriWeb.dll?I.Project=S2013919&amp;id=&amp;i.user2=b&amp;i.user4=PRACTICE</a></li> <li>• Years 7-11 questionnaire: <a href="https://surveys.ipsosinteractive.com/mriWeb/mriWeb.dll?I.Project=S2013919&amp;id=&amp;i.user2=c&amp;i.user4=PRACTICE">https://surveys.ipsosinteractive.com/mriWeb/mriWeb.dll?I.Project=S2013919&amp;id=&amp;i.user2=c&amp;i.user4=PRACTICE</a></li> </ul> Your Year Group URLs have been provided in an email from Active Black Country	

6. A week prior to survey	<b>Primary schools:</b> If a Year 1 or 2 class has been selected to complete the survey, contact parents again to remind them to complete the parent survey and giving them the appropriate URL.	
7. Prior to survey or at point of survey	In advance of the survey, ensure that the pupils and teacher completing the questionnaires have received a copy of the relevant information sheets provided by Active Black Country. You may wish to give these to pupils immediately before the survey is administered.  <b>ACTIVE LIVES information for Primary/secondary school pupils</b> <b>ACTIVE LIVES information for Primary/ secondary teachers undertaking the survey</b>	
8. By 29 <sup>th</sup> March	Let ABC know that the questionnaires have been completed and also inform them of the total number of pupils that opted out (either via parents or directly).	
9. By 29 <sup>th</sup> March	Complete and return the BACS form to Sport England by <b>29<sup>th</sup> March 2018</b>  Madeleine May, Sport England, 21 Bloomsbury St London WC1B 3HF	