

BANKS ST STEPHEN'S PRIMARY SCHOOL
PHYSICAL EDUCATION AND ACTIVITY POLICY

The school believes that physical education and activity experienced in a safe and supportive environment, is vital and unique in its contribution to a pupil's physical, social, emotional and character development and health. The physical education curriculum aims to provide for pupils' increasing self- confidence through an ability to manage themselves successfully in a variety of situations. Physical education is considered as a vehicle to facilitate access to cross-curricular themes, skills and dimensions, rather than a subject concerned exclusively with the acquisition of motor skills and techniques.

Banks St Stephen's Primary School are committed to raising the activity levels of the whole school.

PE Coordinator

The PE Coordinator is Sally Baines.

Her role is:-

- Develop policy and scheme of work with staff.
- Review and contribute to staff planning.
- Analyse recorded PE assessments.
- Lead and develop Physical Activity in school.
- Coordinate and disseminate PE specific CPD.
- Organise and facilitate West Lancs Sports Partnership (WLSP) School Games events and the Tarleton Active Schools Alliance (TASA) events.
- Apply for School Games Mark and Lancashire Healthy Schools Award.
- Work with the Headteacher to allocate Sports Premium Funding.

Outline of Facilities for Physical Activity

On-site Facilities

- We are very fortunate to have access to a large school field which, when it is dry, provides space for children to play and participate in a wide range of physical activities. We have recently added a trim trail to the field.
- We have infant and junior playgrounds so there is adequate space for children to play.
- The school council, with the kind support of FOSS, raised funds and purchased a basketball hoop, 3-way shooter, traversing wall and 'Trim Trail' for pupils aged 7-11. They have also paid for a stage on the KS2 playground. We also have football and plastic nets. These facilities are available for use by the after school club.
- On the junior playground children have access to a trim trail, climbing wall and hoops to use during playtime. On the infant playground children have a range of markings to play games such as hopscotch and snakes and ladders.
- The Foundation Stage has a dedicated play area and outdoor equipment. This enables the Physical Activity area of the Foundation Stage curriculum to be met.

- There is a hall which is timetabled morning and afternoon for use during physical education lessons and to ensure maximum use of this resource. Within the hall, children have access to a climbing frame, ropes, benches and mats.
- P.E. container with equipment to meet all the objectives of the Lancashire Scheme of Work (see Resources and Equipment).

Off-site Facilities

- Tarleton Academy Swimming Pool is used for swimming lessons for Years 2-6.

Equipment and Resources

- Climbing frame (school hall)
- Ropes and ladder
- Mobile horse vault
- Variety of gymnastic platforms at different height
- Foundation Stage play equipment
- Various sport specific equipment for hockey, tennis, quick cricket, rounders, football, rugby, athletics, high fives
- Different size balls
- Beanbags
- Hoops
- Skipping ropes
- Gym mats
- Benches
- Playtime play equipment (hoops, lo-lo balls, stilts, skipping ropes, balls, large dice for playground games, hoop-la)

Aims

- To deliver the National Curriculum P.E. Requirements through the Lancashire Scheme of Work.
- To develop stamina, suppleness, strength, coordination and control.
- To develop knowledge, understanding and appreciation of the purposes, forms and conventions of a selection of physical activities.
- To develop the capacity to express ideas in dance forms and appreciate qualities of movement.
- To develop an ability to plan a range of movement sequences, organise equipment and apparatus, and begin to design and apply simple rules.
- To develop an ability to remember, adapt and apply knowledge, practical skills and concepts in a variety of movement based activities.
- To develop the capacity to maintain interest and persevere to achieve success and personal best.
- To promote positive attitudes towards health, hygiene and fitness and understanding of the importance of a healthy active lifestyle.
- To foster an appreciation of safe practice.
- To develop a sense of fair play and sportsmanship.
- To develop communication skills, encouraging the use of correct terminology, to promote effective co-operation.

- To foster self-esteem and self-confidence through understanding the capabilities and limitations of oneself and others.
- To enable children to become independently active within the school and the community.
- To foster an enjoyment, and positive attitude to physical education and activity.

Objectives of Physical Education and Activity Policy

- PE co-ordinator to ensure staff receive appropriate CPD training and quality information and assemble all relevant documentation to evidence pupil participation, engagement and progress.
- To deliver the Lancashire P.E. Scheme of Work which meets statutory National Curriculum requirements.
- To work collaboratively with West Lancs Sports Partnership engaging School Sport Specialists to deliver high quality PE lessons, Change4Life and After School Clubs.
- Both school and external agency staff to utilise recorded assessment information to inform future planning and monitor pupil progress.
- To work towards and maintain at least two hours of curricular physical education each week.
- To work towards the provision of 30 active minutes for all pupils each week and encourage an additional 30 active minutes outside school hours.
- To increase pupil participation in physical activity both within and outside of curriculum time.
- To introduce and maintain the Daily Mile.
- To make facilities and equipment available for pupils to use at lunchtimes and break times and encourage pupils to be active at these times.
- To provide leadership opportunities for pupils on the playground.
- To utilise appropriately qualified professionals who adhere to Lancashire specified minimum operating standard guidelines to contribute to the provision of activities.
- To utilise Sports Premium Funding to develop the provision of PE, Physical Activity and Health in school (See Sports Premium Funding Audit).
- To liaise with relevant professionals in the community and community clubs to develop physical activity pathways beyond school.
- To engage with School Games by providing opportunities for Level 1 (intra school), Level 2 (inter school) competitions within the WLSP and TASA competition structure and striving where possible to represent West Lancashire at Level 3.
- To organise specific annual events which promote and raise the profile of activity, e.g. School Games Day, National School Sports Week Commonwealth Games and Olympic Games Weeks.
- To register on and utilise the School Games Website and the Active Schools Planner to enhance provision of PE and Physical Activity.
- To fulfil criteria for School Games Mark and Lancashire Healthy Schools and apply for Award Recognition.
- To encourage more pupils and staff to walk or cycle to school.
- To encourage staff, governors and parents to participate in activity.

- To communicate, celebrate and promote success and participation in physical activity and the School Games via notice boards, assemblies, newsletters, newspaper reports and school website posts.

Entitlement and Equal Opportunities

All pupils at Banks St Stephen's, including those with special needs, are entitled to a comprehensive programme of physical activity which:

- Takes into account their individual needs and interests.
- Provides them with opportunities to pursue activity beyond school.

The Physical Activity opportunities offered both within and outside of curriculum time:

- Provide all pupils with equal opportunities to participate and to achieve in different activities.
- Ensure that all children have access to a varied programme which allows children the opportunity to meet the national expectations as outlined in the PE National Curriculum.

Differentiation

The Physical Education and Activity Policy takes into account the different stages of development of all children. The provision is developmentally appropriate and a variety of teaching and learning approaches are adopted to ensure that tasks are matched to the pupils' different abilities, needs and interests by balancing challenge with the likelihood of success.

The achievements of all pupils are maximised by providing variations in tasks, resources, response, support and group structure.

Low Achievers - to ensure the needs of low achievers are met the provision:

- Uses different target setting.
- Allows extra time to complete a task.
- Uses appropriate demonstrations.
- Groups the children into ability groups for some tasks/activities.
- Focuses on personal improvement and recognises participation, improvement and effort.
- Makes activities enjoyable and interesting.
- Uses Adults Other than Teachers (AOTT's) to provide additional support.
- Uses more-able pupils to assist in paired work, taking on a coaching role.
- Encourages participation in appropriate out of hour's clubs and Change4Life clubs.
- Provides the opportunity for pupils to take part in activity specific festivals to support low achievers run by WLSP.
- Offers WLSP PE Plus programme to support and better equip children to achieve age appropriate National Curriculum requirements.

High Achievers - to ensure the needs of high achievers are met the provision:

- Uses different target setting.
- Provides appropriate challenges which stretch them.
- Provides extension work for activities.
- Encourages participation in out of hour's clubs.
- Encourages children to work at a faster pace and to move onto more advanced skills.
- Uses Adults Other than Teachers (AOTT's) to provide additional coaching.
- Involves them in helping and supporting less-able peers.
- Uses award schemes which focus on performance and attainment of skills.

- Provides competitive opportunities.
- Encourages participation in local sporting events.
- Directs pupils to local clubs/outside agencies with approved Child Safeguarding Procedures.

Inclusion

To ensure the inclusion of those with specific difficulties; the following approaches are adopted:

- Modification of activities where necessary.
- Parallel activities - all pupils take part in the same activity but in different ways.
- Included activities - all pupils play adapted games specifically designed to meet everyone's needs.
- Separate activities - where it is difficult for a pupil with special needs to take part.
- Provide opportunities for SEND pupils to take part in events provided by WLSP.

Procedures are in place to ensure that pupils take appropriate medication prior to, or following physical activity.

Able Gifted and Talented Provision

It is our aim to identify, encourage, challenge and support our gifted and talented pupils through the organisation of our Physical Education curriculum and extended curriculum. Providing opportunities for pupils to develop their abilities at WLSP activity specific and generic Gifted & Talented Events.

To identify Able and Talented pupil's staff will use the following:

- Recorded Teacher and School Sport Specialist assessment of the Lancashire Scheme of Work.
- Discussion with colleagues.
- Information from colleagues in other institutions.
- Information from the pupil, peers, parents and coaches.
- Evidence of pupil's performance at club level, town level or County level.

Provision

Many Able and Talented pupils have specific needs that stretch beyond the skill, knowledge and expertise of the teacher.

We will:

- Differentiate lessons to endeavour to challenge their skill level.
- Use their skill level to help guide and coach the other children.
- Point the children to an outside agency or club with approved Child Safeguarding Procedures.

The Able and Talented register will be reviewed annually with all staff. Able and talented pupils are highlighted on every unit planning/assessment sheet, enabling the teacher to take into account the needs of the pupil.

Assessment/Recording/Reporting

Pupils' progress and achievements are assessed, recorded and reported in the following ways.

- Assessment criteria included as lesson objectives, outcomes and success criteria.
- Teacher and School Sport Specialist observation of pupil performance in lessons.
- Question pupils to find out what they did/did not enjoy - involving pupils in the assessment of themselves and others.
- Keep an electronic record of individual pupil's achievements for each activity area (those working towards, at, and beyond expectations).
- Keep an electronic record of class achievements through the production of a pie chart for each activity area (those working towards, at, and beyond expectations).
- Highlight physical activity successes through notice board displays, assemblies, school newsletter, website, local press and display of trophies in school.

Methods of reporting pupils' progress and attainment to various groups include:

To pupils:

- Highlighting objectives at the start of lessons and reinforcing these throughout, providing feedback at the end of the lesson.
- Setting pupils individual targets verbally with reference to pupil friendly assessment criteria posters.
- Giving verbal feedback.
- Awarding certificates and stickers for achievements in different activities, focusing on effort, skill, participation and support, character development.
- Awarding certificates for attendance at out-of-hours activities.
- Highlighting pupils' successes via notice boards, assemblies, press and newsletters.

To teachers and School Sport Specialists:

- Use the Lancashire Scheme of Work Activity Specific Assessment Criteria to assess children.
- Pass all assessments to subject leader for electronic recording.
- Teachers know where to access recorded assessments (School Server).
- Analyse previous assessments to inform planning.

To Parents:

- End of year report.
- Parent's evenings.
- Chatting to parents at sport fixtures and physical activity events.
- Inviting parents to sports day, festivals and events.

Other Agencies:

- Providing annual report to Governors.
- Arranging transfer meetings with other schools.
- Involving pupils in WLSP and TASA sports events.
- Informing local press of physical activity and sporting successes.

Safety

The Physical Education and Activity Policy ensures the safety of all pupils. The policy ensures that:

- Appropriate risk assessments are adopted by the PE co-ordinator.
- Pupils understand all procedures and information regarding the minimising of risks.

- Regular assessments are carried out of risks associated with general procedures, facilities, activities, equipment and exercise practice.
- PE co-ordinator to ensure staff receive appropriate training and quality information to minimise risk in PE.

PE Coordinator should:

- Have a working knowledge and understanding of their liabilities and legal responsibilities.
- Secure knowledge and understanding of the safety implications and procedures associated with the activities which are being taught.
- Be familiar with the Health and Safety Policy of the school.
- Risk-assessment framework.
- Carry out regular assessments of risk in terms of general procedures, facilities, activities and exercise practice.
- Be completely familiar with the AFPE document, 'Safe Practice in Physical Education.'
- Be knowledgeable concerning particular conditions and know how to plan and/or adapt exercise/activities to minimise risks for young people with these conditions.
- Be able to assess the safety of specific exercise/activities.

All teaching staff and School Sport Specialists should ensure:

- Basic rules are adhered to. (see appendix)
- That they are familiar with safety guidelines issued by Co-ordinator in conjunction with AFPE document.
- A record is kept of pupils with medical conditions.
- They are either first aid trained themselves or know who the qualified first aiders are.
- Safe and effective procedures are taught and adopted in all activity sessions within and outside of school.
- Equip themselves with an emergency contact list containing parental contact information and any appropriate medical and or learning details of the pupils in their care when at activities off the school site.

Staffing Levels and Responsibilities

In planning the PE Coordinator should:

- Review and contribute to teacher planning.
- Develop policy and scheme of work with staff.
- Analyse recorded P.E assessments.
- Co-ordinate P.E specific CPD.

The PE Subject Leader will assist the staff by:

- Leading staff meetings when required.
- Planning/leading INSET activities when required.
- Provide advice.
- Specifying and ordering all resources.
- Co-ordinating staff requests for resources.
- Monitoring and maintaining condition and availability of resources.

The PE Subject Leader's responsibility for monitoring and evaluating includes:

- Analysing pupils' access to the subject.
- Reviewing teacher and School Sport Specialist plans.
- Reviewing teacher/pupil records.
- Leading curriculum meetings.
- Liaise with the Head Teacher on spending of P.E Premium Funding.

Each member of staff is responsible for planning, implementation and evaluation of the Lancashire PE Scheme of Work for their year group.

Curricular Physical Education Programme

- Foundation Stage - two hours.
- Key Stage 1 - two hours.
- Key Stage 2 - two hours.

The outline of the content of curricular provision is provided by the Lancashire Scheme of Work for PE.

Participation

Any child not participating in the PE lesson should bring a note explaining the reason, but should still be involved in the lesson in some way, through observation, coaching or officiating.

Parents will be contacted if their child is a regular non-participant. Letters regarding non-participation and lack of PE kit can be found in the appendix.

Paid and Voluntary Sports Coaches (AOTT's)

The school has a number of sports specialists, coaches and leaders working within the school, providing support for curriculum PE and running out of school hours learning activities and clubs. These include specialist sports coaches, parents and non-teaching staff.

To ensure that activities are safe and of a high quality all voluntary and paid staff must:

- Adhere to the school's Physical Education and Activity Policy.
- Provide a CRB Disclosure certificate.
- Where appropriate, provide appropriate insurance documentation.
- Fulfil Lancashire Authority minimum operating standards requirements.
- Be informed and encouraged to attend locally run coaching and leadership courses available through the WLSP and Sports Specific Governing Bodies.
- Keep a register of all pupils attending each session.
- Be aware of any medical conditions among children and the first aid procedure in the school.
- Report any accidents and incidents to the head teacher.
- Ensure all sessions are inclusive to all children.
- Ensure the school rules regarding behaviour are adhered to.
- Adhere to the safety and accident procedures detailed on the Health and Safety Guidelines for teachers and pupils.
- Discuss activities with PE subject Leader on a regular basis.
- Be monitored and have their practice evaluated regularly by PE Subject Leader.

Cross-curricular Links

- Physical education lends itself particularly well to lateral thought, transferral of skills and practical experience, providing excellent links with a range of subjects such as Literacy, Numeracy, Geography, History, Science and PSHE.

Out-of-hours Learning Programme

- Out-of-hours learning activities are offered both at lunchtimes and after school.
- All children have access to a range of "Zoning Equipment" for use at playtimes and lunchtimes.
- Play Leaders organise games on each playground under the supervision of staff.
- A varied selection of extra-curricular clubs, including competitive and non-competitive, is offered. Although many of the competitive clubs are offered to pupils in Upper Key Stage Two, physical activity clubs are also available to children lower down the school. Examples of the various clubs which have been offered include: football, high fives, dance, dodge ball, rounders and athletics.
- Outside Agencies are invited into school to run a range of out-of-hours clubs.

CPD

- School Sport Specialist Provision for all lessons provides activity specific staff CPD. Staff are encouraged to involve themselves in the lesson and conduct joint assessment of pupils. School Sport Specialist lesson plans are provided for teaching staff.
- A variety of CPD courses, meetings and conferences are provided through the WLSP structure. These enable staff to be informed of new developments, share good practise, acquire new skills and resources and obtain qualifications.
- Internal CPD provided through school staff meetings and Inset's.

Resource Provision

- The P.E. Coordinator is responsible for the purchasing of resources. An annual audit of equipment is taken and is used in conjunction with the staff audit, when new purchases are selected.
- It is the aim of Banks St Stephen's to have sufficient small equipment to enable individual and small-group work.
- WLSP School Sport Specialists provide all equipment necessary for the delivery of their activity area.
- The PE cupboard is situated in the hall and is equipped with hoops and mats for key stage one and key stage two. There are also 3 large outdoor containers located in the junior playground which contain equipment for outdoor activities.
- Equipment should be collected and returned by a member of staff. If children are collecting or returning equipment this should be supervised. All equipment to be put back in the labelled places.
- The equipment is checked and maintained regularly, including inspections by an outside contractor. Any faulty equipment should be reported to the PE Subject Leader.

Community Links

- Links with other West Lancashire Primary and Secondary Schools through the WLSP framework and participation in TASA events.
- Community Sports clubs through WLSP, sports coaching in schools, parental and pupil links with local sports clubs.
- Banks St Stephen's promote clubs which adhere to minimum operating standards.

Dissemination of the Physical Education and Activity Policy

This policy will be disseminated at:

- Staff meetings.
- Governors meetings.

The full policy is available on request.

Procedures for Monitoring and Evaluating the Physical Education and Activity Policy.

Measures to be used are:

- Teacher feedback.
- Feedback from Governors/staff.
- Pupil feedback.
- Parental feedback.
- Out-of-hours learning opportunities offered.
- Pupil participation.
- Number and nature of links with local community.
- Number of special events offered.
- Availability of up-to-date information on local activity opportunities.
- CPD courses attended by teachers.
- OFSTED inspection.

This policy was reviewed by S. Baines February 2018.