



# **The Federation of Spixworth Schools**

## **Physical Education Policy**

Approved by SLT: October 2021

To be reviewed: Autumn 2022

Subject Leader: L Tims

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## 1.1. Statement of intent

The Federation of Spixworth Schools aims to provide opportunities for pupils to become physically confident in a way that supports their health and fitness. We offer pupils the opportunity to compete in sports and other activities, in order to help build character and reinforce values such as fairness and respect.

PE lessons are taught with the following aims in mind:

- Meet the requirements of the national curriculum
- Promote a healthy and active lifestyle
- Encourage physical activity and exercise
- Develop competence to excel in a broad range of physical activities
- Build self-esteem, confidence and resilience
- Provide all pupils with access to the lesson
- Develop pupils' academic, social and physical ability
- Encourage good behaviour and respect amongst pupils
- Promote teamwork and cooperation amongst pupils

This policy outlines what pupils will be taught during PE lessons and how they are expected to behave, as well as the measures taken in order to ensure the health and safety of pupils, including role-specific responsibilities.

Signed by:

_____	Executive Head	Date: _____
_____	Chair of governors	Date: _____

## **2. Legal framework**

2.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc. Act 1974
- DfE (2013) 'Physical education programmes of study: key stages 1 and 2'
- DfE (2021) 'Statutory framework for the early years foundation stage'

2.2. This policy will be implemented in conjunction with the following school policies, documents and procedures:

- First Aid Policy
- Health and Safety Policy
- Accident and Incident reporting
- Staff code of conduct
- Equality information and objectives
- Workplace conditions
- Children's learning policy
- Exclusion policy

## **3. Roles and responsibilities**

3.1. The Executive head is responsible for:

- Appointing an appropriate PE lead.
- Ensuring that appropriate procedures are in place for the reporting and managing of accidents.
- Ensuring effective health and safety procedures are in place, and that the appropriate safety measures are taken.
- Ensuring all necessary risk assessments have been undertaken.
- Ensuring that teaching standards are maintained and the effectiveness of the teaching of the subject is monitored.
- Liaising with the PE lead regarding the spending and impact of the PE and sport premium funding.
- Ensuring that the use of the PE and sport premium is effectively communicated to the governing board.

3.2. The PE lead is responsible for:

- The overall implementation of this policy.
- Liaising with staff members to develop an effective PE timetable.
- Producing a flexible and appropriate scheme of work.
- Supporting staff members in all aspects of the curriculum.
- Creating an action plan at the start of each school year, identifying any areas of improvement within the subject which need to be addressed.
- Maintaining and replacing equipment.

- Ensuring the areas of the premises used for PE lessons are safe and clear of obstructions or other hazards.
- Monitoring the teaching of PE at the school, ensuring that high standards are consistently maintained.
- Undertaking the necessary risk assessments.
- Ensuring that the details of any PE-related accidents are recorded, including the action taken and the health and safety procedures followed.
- Maintaining records relating to the teaching of PE, including lesson plans, accident logs and risk assessments.
- Attending any necessary training, in order to help inform future developments of the subject at the school.
- Keeping up-to-date with any changes in the subject area.
- Ensuring that the school provides extra-curricular opportunities to pupils, further developing the skills learnt during their PE lessons.
- Liaising with the SLT and other relevant staff members regarding the use of the PE and sport premium.
- Providing the Executive Head with an annual summary report regarding the teaching of PE at the school.

3.3. Teachers leading PE lessons are responsible for:

- Acting in accordance with the school's Health and Safety Policy.
- Reporting accidents and other incidents in the school's Accident Log.
- Participating in any necessary training or CPD.
- Keeping up-to-date with changes within the subject area.
- Acting in accordance with the Staff Code of Conduct.
- Making informed decisions regarding whether the weather conditions are suitable for the planned lesson, and ensuring alternative appropriate arrangements are in place.
- Ensuring that privacy is given to pupils whilst they change for PE lessons.
- Providing an appropriate level of assistance, where necessary, to pupils changing for PE lessons.

3.4. Parents are responsible for:

- Providing their child with the necessary PE kit.
- Providing their child with appropriate footwear for PE classes.
- Ensuring that, where necessary, a doctor's note or similar evidence is provided when their child cannot participate in PE lessons.
- Ensuring earrings are removed or taped.
- Ensuring that long hair is tied back.

3.5. Pupils are responsible for:

- Acting in accordance with the Pupils Learning Policy at all times.
- Maintaining safety and respect.
- Bringing in /attending school in their PE kit on the appropriate days.

#### **4. The early years foundation stage (EYFS)**

- 4.1. Physical development will be encouraged as an integral part of work for pupils in the EYFS, teaching pupils how to control their movements and become competent movers.
- 4.2. Pupils' fundamental movement skills are developed during the EYFS, laying a foundation for future PE lessons.
- 4.3. Particular areas of focus will include movement, balance and the use of PE equipment, including gymnastic apparatus, floor mats and sporting equipment, such as bats and balls.
- 4.4. Pupils' physical development will relate to the objectives of the early learning goals (ELGs), which are set out in the DfE's 'Statutory framework for the early years foundation stage', including:
  - Negotiate space and obstacles safely, with consideration for themselves and others.
  - Demonstrate strength, balance and coordination when playing.
  - Move energetically, such as running, jumping, dancing, hopping, skipping and climbing.
  - Work and play cooperatively and take turns with others.
  - Form positive attachments to adults and friendships with peers.
  - Show sensitivity to their own and to others' needs.
  - Be confident to try new activities and show independence, resilience and perseverance in the face of a challenge.
  - Explain the reasons for rules, know right from wrong and try to behave accordingly.
  - Manage own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.
  - Give focused attention to what the teacher says, responding appropriately even when engaged in activity, and show an ability to follow instructions involving several ideas or actions.
  - Having a deep understanding of number to 10 (for example keeping score of a game)
- 4.5. All pupils within the EYFS will be given the opportunity to undertake activities that provide appropriate physical challenge, both indoors and outdoors, whilst using a range of resources and equipment.
- 4.6. EYFS classes will have two PE lessons per week.

## **5. Curriculum**

- 5.1. During KS1, pupils will be taught to:
  - Master basic movements, including running, jumping, throwing and catching, whilst developing their agility, balance and coordination, beginning to apply applying these in a range of activities.
  - Participate in team games, developing simple tactics for attacking and defending.

- Perform dances using simple movement patterns.

5.2. During KS2, pupils will be taught to:

- Use running, jumping, throwing and catching in isolation and in combination.
- Play competitive games, modified where appropriate, and apply basic principles suitable for attacking and defending, for example, through netball, football, hockey and tennis.
- Develop flexibility, strength, technique, control and balance through activities such as gymnastics and athletics.
- Perform dances using a range of movement patterns.
- Participate in outdoor and adventurous activities, both individually and within a team.
- Compare their performances with their previous ones and demonstrate improvement to achieve their personal best.

5.3. In relation to swimming, pupils within KS1 and KS2, will be taught to:

- Swim competently, confidently and proficiently over a distance of at least 25 metres.
- Use a range of strokes effectively, such as front crawl, backstroke and breaststroke.
- Perform safe self-rescue in different water-based situations.

## **6. Teaching and learning**

- 6.1. All lessons will be planned and taught in line with the scheme of work, as developed by the PE leader, ensuring that potential for pupils' progression is planned into the scheme of work.
- 6.2. Lessons and activities will build upon pupils' prior learning, developing their skills, knowledge and understanding within each activity area.
- 6.3. The school creates long-term, medium-term and short-term plans for delivery of the PE curriculum – these are as follows:
  - Long-term: Includes the PE topics studied in each term during the key stage
  - Medium-term: Includes the details of work studied each month
  - Short-term: Includes the details of work studied during each lesson
- 6.4. The PE leader is responsible for reviewing and updating long-term and medium-term plans, and communicating these to teachers.
- 6.5. Teachers are responsible for reviewing and updating short-term plans and building on the medium-term plans, taking into account pupils' needs and identifying the methods through which topics could be taught.

- 6.6. All relevant staff members are briefed on the school's planning procedures as part of their staff training.
- 6.7. Where appropriate, a sports coach will lead the lesson or teach alongside the teacher.
- 6.8. Pupils will be taught through a mixture of whole-class, group and individual activities, ensuring that tasks are suitable for pupils' abilities.
- 6.9. Pupils will be encouraged to evaluate their own performance, as well as the performance of others.
- 6.10. Pupils will be given the opportunity to both collaborate and compete with each other during lessons.
- 6.11. The PE lead will act as the first point of contact for staff members planning PE lessons or sporting events.
- 6.12. A variety of resources, including indoor and outdoor sporting equipment, will be used to provide a range of challenge for pupils.
- 6.13. Staff members involved in the teaching of PE will have access to PE resources, including sporting equipment and specialist literature, at all times.
- 6.14. Where a pupil is unable to participate in a lesson, the teacher will set them another related task, such as being score counter or equipment manager.

## **7. Assessment and reporting**

- 7.1. Pupils will be assessed through observations made during lessons. For EYFS and KS1 these may be recorded on Tapestry.
- 7.2. Teachers will record the progress of pupils against the learning objectives for the lesson.
- 7.3. Throughout the year, teachers will plan on-going assessment opportunities in order to gauge whether pupils have achieved the key learning objectives.
- 7.4. Individuals' assessment information will be recorded to help pupils' future teachers plan appropriate work for them and assist in the assessment of pupils' progress each year.
- 7.5. Pupils will be assessed as emerging, expected or exceeding using the assessment statements on Pupil Asset.
- 7.6. Parents will be provided with a written report about their child's progress during the Summer term every year. This will include information on pupils' progress in PE.
- 7.7. Verbal reports will be provided at parents' evenings.



- 7.8. The progress of pupils with SEND will be monitored with the SENCO.
- 7.9. A record will be kept of when a pupil is unable to participate in a lesson, along with any evidence supplied. If this becomes a regular occurrence, a meeting will be set up between the teacher, the pupil and their parents.

## **8. Cross-curricular links**

- 8.1. Wherever possible, the PE curriculum will provide opportunities to establish links with other curriculum areas.

### **8.2. English**

- Pupils are encouraged to describe what they have done and to discuss how they might improve.

### **8.3. Mathematics**

- Pupils further develop their counting skills by keeping score during team games.
- Pupils are encouraged to measure and record what they do accurately, for instance, how far they can throw a ball.

### **8.4. PSHE**

- The benefits of exercise and healthy eating are explained to pupils.
- Pupils are encouraged to make informed choices about their lifestyle.
- The opportunity to act as team leader or part of a team is provided.
- Pupils' self-esteem is promoted.

### **8.5. Spiritual, moral, social and cultural development**

- Pupils learn to express their feelings in a healthy way.
- Team and group activities develop pupils' social skills and help them to cooperate with other people outside of their friendship group.
- Pupils are encouraged to respect other pupils' levels of ability.

## **9. Extra-curricular activities**

- 9.1. The school provides pupils with the opportunity to participate in a range of extra-curricular activities in order to further develop their skills.
- 9.2. Extra-curricular opportunities are provided to pupils with the aim of allowing them to put into practice the skills they have developed in lessons, as well as foster a sense of cooperation among pupils, whilst introducing a competitive element to team games.
- 9.3. There are a variety of PE-related extracurricular activities for pupils to participate in outside of school hours including the following:
- Football

- Netball
- Multisports
- Dance
- Fencing
- Archery
- Cricket
- Korfball

- 9.4. External sports coaches will lead activities and clubs, where appropriate.
- 9.5. Parents will be made aware of the extra-curricular activities on offer at the school via the school newsletter and website.
- 9.6. The school participates in regular sporting events against other schools –pupils and parents will be made aware of these fixtures with due notice.
- 9.7. Participation and success of extra-curricular events, such as sporting competitions, will be celebrated during achievement assemblies.
- 9.8. All teaching staff will actively encourage pupils to be physically active outside of school.

## **10. PE kit and changing rooms**

- 10.1. During PE lessons, pupils are expected to wear the following:
- Black or navy shorts or jogging bottoms
  - White (SIS) or blue (WV) round neck t-shirt either plain or with the school logo on
  - Navy ¼ zip fleece (SIS) or full zip fleece (WV) with the school logo or school sweatshirt / cardigan
  - Trainers or plimsolls
- 10.2. During cold weather, pupils will be allowed to wear their coats, as appropriate.
- 10.3. During swimming lessons, pupils are expected to wear the following:
- One piece bathing suit
  - Swimming cap
  - Goggles (optional)
- 10.4. Staff members will lead by example by wearing appropriate clothing when teaching PE, such as trainers and joggers.
- 10.5. All potentially dangerous jewellery, such as earrings, will be removed before PE lessons. Jewellery which cannot be removed will be taped over.
- 10.6. In relation to swimming lessons, if a child's jewellery cannot be removed, they may not be able to participate in the lesson depending on the pool that we are attending.

- 10.7. All long hair is tied back for PE lessons.
- 10.8. Activities such as gymnastics and dance will be undertaken in bare feet.
- 10.9. The school will stock spare hair bands and PE kits for pupils who forget theirs.
- 10.10. In the event that a pupil repeatedly forgets their PE kit, school staff will communicate with the parent to address this.
- 10.11. Only staff members of the same sex as the pupils will be allowed in the changing rooms.
- 10.12. Pupils who identify as transgender will be allowed to get changed in the facilities that correspond with their preferred gender identity. Alternative provision, such as disabled toilet facilities, are also made available where necessary.

## **11. Behaviour**

- 11.1. Pupils will act in accordance with the school's Learning Policy and Behaviour Policy.
- 11.2. Pupils will be made aware of the expected behaviour for handling PE equipment and resources.
- 11.3. Pupils will be made aware of how misbehaving during PE lessons and using equipment in the incorrect manner can be dangerous.
- 11.4. During PE lessons, pupils are expected to act in the same manner as any other lesson, showing respect to staff members and other pupils.
- 11.5. Any pupils behaving in an inappropriate manner will be subject to the disciplinary measures outlined in the Behavioural Policy.
- 11.6. In the event of severe behaviour, such as purposely hurting another pupil, the offending pupil will be sent to the Head of School or Executive Headteacher, and may be subject to the school's Exclusion Policy.

## **12. Health and safety**

- 12.1. Pupils will be taught about physical-activity-related health and safety, as well as sport-specific safety, as part of the PE curriculum.
- 12.2. Pupils are encouraged to consider their own safety, as well as the safety of others, at all times.
- 12.3. First aid bags will always be accessible during PE lessons.
- 12.4. All staff members involved in the teaching of PE will undergo basic health and safety training as part of their induction.

- 12.5. All staff are responsible for reporting any concerns to the school's health and safety officer.
- 12.6. In order to minimise risk during PE lessons, teachers will carry out informal risk assessments of every lesson planned.
- 12.7. Where pupils will be attending an off-site sporting or PE-related event, the visit leader is responsible for completing / obtaining a risk assessment for the event.
- 12.8. Swimming lessons will always be taught by a specialist swimming teacher.
- 12.9. The PE lead will check the conditions and appropriateness of PE resources on a termly basis, restocking equipment as required.
- 12.10. Resources and equipment will be checked by staff members before use, with any faults or concerns reported to the PE lead as soon as possible.
- 12.11. Damage to PE equipment will be reported to the PE lead as soon as possible and, where the damage could cause injury, the equipment is immediately taken out of use.
- 12.12. Pupils will not have access to PE resources and sporting equipment unless appropriately supervised.
- 12.13. All PE equipment and resources will be safely stored, within a secure storage area, within the school hall.
- 12.14. Pupils will be taught how to handle PE equipment and resources safely.
- 12.15. Pupils will help staff members to move and set up PE equipment.
- 12.16. In relation to swimming lessons or a lesson where bare feet are required, if a pupil has a verruca or wart, parents must notify the staff member leading the lesson of this prior to the start of the lesson.

### **13. Reporting accidents**

- 13.1. All accidents and near-misses will be recorded, in writing, in the First Aid Log.
- 13.2. Staff members are responsible for identifying the cause of the accident and taking any necessary action in order to minimise the risk of an accident reoccurring.
- 13.3. Treatment to injuries will only be administered by staff members who are first aid trained.
- 13.4. Where required, further medical attention will be sought from the local doctors or hospital.
- 13.5. In the event that a pupil has an accident causing minor injury, such as a bruise or scrape, the school will notify the pupil's parents using Marvellous Me.

- 13.6. In the event of a bumped head, the school will notify parents using Marvellous Me and by telephone call to ensure the message has been received.
- 13.7. In the event that a pupil has an accident causing potentially serious or major injury, such as a broken bone or concussion, the school will notify the pupil's parents immediately.

#### **14. Equal opportunities**

- 14.1. Teaching staff will work closely with the PE lead to ensure that planned activities for lessons are accessible to all pupils, including pupils with SEND.
- 14.2. All lessons will meet the specific needs of individuals, as well as of groups of pupils, including those with SEND and those who have English as an additional language.
- 14.3. Teaching staff will liaise with the SENCO, where necessary, in order to meet the needs of pupils.
- 14.4. Pupils will not be grouped together based on gender, race or disability.

#### **15. Monitoring and review**

- 15.1. This policy will be reviewed on an annual basis by the PE subject lead in conjunction with the SLT.
- 15.2. The curriculum plan will be monitored and evaluated by the PE lead, including the planning, assessment and reporting arrangements in place.
- 15.3. The spending and impact of the PE and sport premium is monitored by the governing board.

## 15. Annex A: Coronavirus (COVID-19) Measures

### 16. Statement of intent

At the Federation of Spixworth Schools, we recognise the importance of providing a safe environment for our pupils, staff and community alike. This appendix outlines the school's approach to keeping staff and pupils safe in PE lessons during the coronavirus outbreak, and the procedures that the school has put in place to mitigate risks.

#### 1. Legal framework

The school will follow the latest local and government guidance and ensure that risk assessment are kept up to date in accordance with this.

### 16. Infection control measures

- 16.1. Instances of individuals displaying symptoms of coronavirus during PE lessons will be managed in line with local and national guidance and the **Infection Control Policy**, and any unwell individuals will be sent home as soon as possible.
- 16.2. Resources that are shared between groups, e.g. tennis rackets, will be cleaned before they are used by a different group or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different groups.
- 16.3. Resources are permitted to be shared within a group. These resources will be cleaned regularly.
- 16.4. Pupils will be kept in consistent groups for the purpose of PE lessons.
- 16.5. PE kits will be worn to school to remove the need for changing.
- 16.6. Lessons will be held outdoors as much as possible, or alternatively in large indoor spaces with maximised natural ventilation flows.
- 16.7. The use of external facilities will be decided by the Executive headteacher who ensures government guidance is always adhered to, including during travel to and from the facilities.
- 16.8. The Executive Headteacher will assess the use of external coaches on a case by case basis.