

## **Application Form Guidelines – Post Primary Schools**

1. These guidelines are designed to assist schools to complete the application form and proceed through the Active School Flag (ASF) process. **Schools are advised to photocopy this document and refer to it as they complete the application form.**
2. This document provides references and prompt questions for each of the review areas. It is *not* expected that schools will respond to every prompt question in their application. It is important that schools refer to and include information about their own specific initiatives also.
3. The Active School Flag recognises that facilities will vary significantly between schools. The Active School Flag will be awarded to schools that maximise the use of their own facilities and those of the local community to provide students with as broad and varied a range of physical activities as possible.
4. Schools are requested to provide information in *all* 15 review areas.
5. Schools are advised to look up the relevant sections on the ASF website as they proceed through the process.
6. Schools are asked to give a detailed account of their current situation in the space provided. Bullet point format is advised.
7. Four of the review areas require schools to complete accompanying blank templates. This may suffice for completing the 'Current Situation' for those review areas unless there is additional information that schools would like to include in their application.
8. Schools need to achieve a minimum of one, up to a maximum of four improvements, for each of the review areas numbered 4-15 (12 review areas). The current situation for each review point will determine the scope there is for improvement to be made. In some review areas there may be a lot of work to do whereas in others, one improvement may suffice.
9. Schools should present their information concisely and limit responses for each review area to one page. Additional space is provided at the end of the application form if required.
10. *In terms of formatting please keep the review area heading (in blue) at the very top of each page.* Schools can delete some of the improvements boxes if they are not required thus allowing them space to expand the current situation box. Alternatively, schools can shorten the 'Current Situation' box if they require more space for the 'Improvements' boxes.
11. As each of the 'Improvements Made' listed on the application form are *achieved* schools should record their completion date and fill in the 'Evidence of Improvements' section of the form.

12. In order for the ASF flag to be awarded schools must provide the accreditor with *concrete* evidence that *each* of the improvements stated on the application form has been achieved. Evidence can be presented in many different forms:

- Visual Evidence – Photographs, video, Power Point presentation etc.
- Written evidence – letters, school planning documentation, newspaper cuttings, pupil reports etc.
- Interviews with students, parents, NGB coaches etc.
- Tour of facilities
- Demonstrations
- School web site

It is important that the accreditor meets representative pupils and classes as part of the accreditation process. Names of other individuals (parents, NGB coaches etc.) that the accreditor will meet during their visit should be included in the 'Evidence of Improvements' section.

13. ***The improvements stated on the application form must be completed prior to the application being submitted.*** Completed application forms should be sent by e-mail only to [eolas@activeschoolflag.ie](mailto:eolas@activeschoolflag.ie).

### **Prompt Questions – Post Primary Schools**

<b>1. Time Table Provision for Physical Education</b>	<b>Every student in the school receives a minimum of a double period of timetabled PE per week</b>
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Please complete the blank *Physical Education Timetable* which follows this review area in the application form.

Schools are advised that if this requirement is not fulfilled they cannot be accredited with the Active School Flag

<b>2. PE Teacher Qualifications</b>	<b>The school employs PE teachers that hold recognised qualifications for the purpose of teaching the subject</b>
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Please list the names and professional qualifications of all individuals that are timetabled to teach PE.

<b>3. School PE Plan</b>	<b>The school has a comprehensive and up to date school PE plan</b>
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The school PE plan should be available to the accreditor on the day of the accreditation visit.

It is important that teachers have an input into the formation and contents of the PE plan. All teachers should be familiar with the completed plan as it will guide their individual planning. New teachers and temporary teachers should also be made aware of the PE Plan as it will inform them about the approaches and methodologies used by the school. A copy of the PE plan should be available to all teachers in the school and also the wider school community. The PE plan should be reviewed on a regular basis.

**4. PE Curriculum****The school follows prescribed PE programmes**

Please complete the *PE Strands Timetable Template* which follows this review area in the application form. This may suffice for completing the 'current situation' section unless there is additional information which the school would like to include.

The following programmes are located under the Resources tab. See the Department of Education Planning Documents link.

- Junior Cycle PE Syllabus
- Senior Cycle PE Draft Framework
- Senior Cycle PE Draft Syllabus
- LCA Active Leisure Studies Syllabus
- LCA Recreation and Leisure Syllabus
- LCA Dance Syllabus

The Junior Cycle Physical Education (JCPE) website is available to view under the Professional Development tab. The PE strands are Aquatics, Athletics, Dance, Games, Gymnastics, Health-related Activities and Outdoor and Adventure Activities. The PE curriculum acknowledges that it may not be possible to teach the aquatics strand to every class every year.

**Prompt Questions**

- Does the school follow the Junior Cycle PE syllabus?
- How is the Transition Year PE programme structured?
- How is the Senior Cycle PE programme structured?
- Are PE teachers aware of the contents of the Senior Cycle PE Draft Framework and Syllabus?
- Does the school follow LCA syllabi?

**Extracurricular Programme****The school makes a range of extracurricular activities available to pupils on an individual and team basis in the school**

Please complete the *Extracurricular Timetable Template* which follows this review area in the application form. This may suffice for completing the 'current situation' section of this review point unless there is other specific information that the school would like to include.

Where the school enlists the help of non staff members it must ensure that those individuals are fully vetted by An Garda Síochána (See circular 0063/2010 – Section 9) and appropriately qualified in the area in which they are coaching

**Prompt Questions**

- What competitive team sports are catered for in the school?
- What competitive individual sports are catered for in the school?
- Does the school compete at local, regional or national level?
- Does the school organise inter-class competitions and/or lunch time leagues?
- Does the school offer any type of recreational activity such as hill walking, ultimate Frisbee, dance classes etc.
- Does the school allow senior students or students working towards their An Gaisce President's Award to help out with extracurricular activities?

<b>6. Inclusive Physical Activity</b>	<b>The school's extracurricular programme is inclusive. It caters for the diversity of students including those with special needs.</b>
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Schools are advised to look up the Inclusive PE tab on the ASF website.

**Prompt Questions**

- Does the school have a dedicated notice board for PE, physical activity and sports related information in a centrally located area?
- Does the school provide extracurricular activities suitable for both boys and girls?
- How does the school encourage students with exceptional ability and talent?
- How does the school encourage inactive/shy/self conscious students to participate in physical activity opportunities?
- Does the school organise class group, year group or whole school physical activity events? Eg: Skipathon or other fund raising events, school run etc.
- What adaptations does the school make to allow students with special needs participate in school physical activity opportunities at a level commensurate with their abilities?
- Has the school contacted any of the following for their advice about enabling children with special needs to participate more fully in physical activity opportunities: a) Sports Inclusion Development Officers b) the Cara Adapted Physical Activity Centre c) Special Education Support Services (SESS)

<b>7. Activity during Lunch Times</b>	<b>The school takes steps to promote physical activity during lunch times</b>
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**Prompt Questions**

- Does the school allow students to use school sports equipment during their break times?
- If so, how is the distribution and collection of the equipment organised?
- Does the school organise any form of lunch time leagues or competitions?

<b>8. Active Travel to and from School</b>	<b>The school encourages students to walk or cycle to school where it is safe to do so</b>
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**Prompt Questions**

- Has the school completed or is it presently working towards achieving the Green Schools Transport Module?
- Does the school have a bicycle parking area?
- Has the school surveyed students about the way they travel to school?
- Does the school offer incentives such as the 'Most Active Class'? to encourage more students to walk or cycle to school
- Does the school highlight the importance of active travel to and from school during 'Active School Week'?
- Have the local Gardai addressed students about road safety issues?
- Has the school organised any form of cycle training course?
- Has the Parents' Association carried out any work in this area?

<b>9. National Governing Bodies, Local Sports Partnerships and the HSE</b>	<b>The school seeks the assistance of outside agencies such as National Governing Bodies, Local Sports Partnerships and the HSE to promote physical activity</b>
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Schools are advised to look up the National Governing Bodies (NGBs), Local Sports Partnerships (LSPs) and HSE tabs on the ASF website.

**Prompt Questions**

- What physical activity opportunities do NGB coaches currently offer?
- Are students offered any form of coaching/refereeing certificate courses by NGB organisations?
- Does the school have a working relationship with the Local Sports Partnership?
- Has the school contacted or worked with the HSE in terms of promotion physical activity?
- Has the school achieved or is it working towards the HSE Health Promotion Flag?

<b>10. Links with the Community</b>	<b>The school works with parents and the local community to promote physical activity</b>
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**Prompt Questions**

- In what ways do parents help out with the physical activity programmes?
- Does the Parents' Association play an active role in terms of promoting physical activity?
- What local facilities are used by the school?
- Does the school have established links with local clubs and physical activity organisations?
- Does the school have links with community groups such as the Special Olympics or Community Games?
- Have local sports persons and/or teams been invited to the school to talk with the students?
- How does the school inform students and parents about local clubs and physical activity events?

<b>11. Active School Week</b>	<b>The school organises an 'Active School Week' every year</b>
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Please complete the *Active School Week Timetable Template* which follows this review area in the application form. This may suffice for completing the 'current situation' section of this review point unless there is other specific information that the school would like to include.

The 'Active School Week' (ASW) is an important focus event and should form part of an integral part of an Active School's annual calendar.

Schools are encouraged to look up the Active School Week Ideas tab on the ASF website

### Prompt Questions

- Has the school previously organised an Active School Week? If so, for how long has it been part of the school calendar?
- Do students help to plan/organise the ASW activities?
- Does the school include activities for teachers and parents in the ASW programme?
- Does the school adopt a cross curricular approach to ASW?
- Does Sports Day form part of the ASW programme?

<b>12. Student Voice</b>	<b>The school involves students in the decision making process in relation to the provision and promotion of physical activity opportunities</b>
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### Prompt Questions

- How many student representatives are there on the Active School Flag committee?
- Do senior students help to plan and organise events such as the Active School Week?
- Has the school carried out student surveys on matters relating to physical activity?

<b>13. Celebrating Physical Activity Skills/Achievements</b>	<b>The school offers students the opportunity to celebrate their physical activity skills and achievements</b>
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### Prompt Questions

- How are individual and team achievements celebrated within the school community?
- Does the school acknowledge achievements on the school website and in school newsletters?
- Does the school have a dedicated and up to date notice board for PE, sports and physical activity events/achievements?
- Does the school organise an annual Sports Day? If so, are the events individual or team based? Competitive or co-operative? Serious or fun?
- Does the school organise any form of Sports Awards? If so, what awards are given out?
- What opportunities does the school offer students to display their physical activity skills?

<b>14. Professional Development</b>	<b>The school encourages staff to attend in service courses in the areas of PE, physical activity and sport.</b>
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Schools are advised to look up the Professional Development tab and Notice Board section on the ASF website.

**Prompt Questions**

- Is the school affiliated to the Physical Education Association of Ireland (PEAI)?
- Have staff members attended PEAi annual conferences or Community of Practice meetings?
- Have staff members participated in courses organised through the Local Sports Partnership?
- Have any staff members completed National Governing Bodies (NGB) coaching/refereeing courses?
- How many members of staff hold up to date first aid certification?
- How is information about in service courses and CPD opportunities disseminated to staff members?

<b>15. Resources</b>	<b>The school has adequate equipment to provide students with comprehensive PE, sports and physical activity programmes.</b>
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Please complete the *Equipment Inventory Template* which follows this review area in the application form. This may suffice for completing the 'current situation' section of this review point unless there is other specific information that the school would like to include.

**Prompt Questions**

- Does the school have the appropriate equipment to teach each of the strands on the primary PE curriculum?
- How does the school ensure that there is adequate equipment to support the PE and co-curricular activity programmes?
- Does the school have adequate storage facilities?
- How does the school ensure that there is adequate equipment to support the PE and co-curricular activity programmes?
- What PE resources (books, DVDs, work cards, music compilations etc.) does the school have and use?