

## **Primary Prompt Document: to be used in conjunction with the Review Document and Action Plan**

*This is a prompt document to help schools through the application for Active School Flag accreditation.*

*Schools are asked to consider the following points as they engage with the review process and decide upon an action plan for their school.*

*It is important to bear in mind that information does not have to be provided on every single prompt point. Information should only be provided on points that apply to a school's own particular circumstances.*

### **Curriculum and Planning**

- 1) The school has consulted and agreed on a whole school plan for P.E., physical activity and extra-curricular sports. This plan has been sanctioned by the Board of Management and is available to all teachers.**

A sample template for a P.E. plan and a planning prompt are available from [www.pfds.ie](http://www.pfds.ie). Schools should refer to these when engaging in curriculum planning.

In engaging in curriculum planning, schools should be mindful of the need to provide information on the following areas:

- Introductory Statement and Rationale
- Vision and Aims
- Curriculum Planning
  - Strands and Strand Units

- Approaches and Methodologies
- Assessment and Record keeping
- Multi-Class Teaching (if applicable)
- Children with Different Needs
- Equality of Participation and Access
- Linkage and Integration
- Organisational Planning
  - Timetable
  - Code of Ethics
  - After School Activities
  - P.E. Equipment and I.C.T.
  - Health and Safety
  - Individual Teachers' Planning and Reporting
  - Staff Development
  - Parental Involvement
  - Community Links
- Success Criteria
- Implementation
  - Roles and Responsibilities
  - Timeframe
- Review
  - Roles and Responsibilities
  - Timeframe
- Ratification and Communication

In the Review Section please provide information on;

- When the plan was written
- When it was last reviewed and by whom
- Recent amendments / additions to the plan
- Who has copies of the P.E. school plan and where can the plan be viewed by the wider school community

The school P.E. plan should be made available to the Active School Flag Accreditor on the day of the accreditation visit.

**2) The school meets the minimum requirements of one hour discrete time for P.E. per week and makes use of discretionary time.**

The Primary School Curriculum Introduction p. 70 states that **one hour per week** has been allocated as the minimum time allotted for Physical Education.

Consider splitting the one hour allocation into **two** half-hour periods as this provides the children with an opportunity to be active on two occasions in the week.

Introduction to the Primary School Curriculum, page 68 states that: *Discretionary curriculum time 'affords the teacher and the school the flexibility to accommodate different school needs and circumstances and to provide for the differing aptitudes and abilities of the children it serves. It can be allocated, at the teacher's and at the school's discretion, to any of the six curriculum areas' – P.E. being one of the curricular areas.*

In the Review document please provide information on;

- The timetable provision currently made for each class group from Junior Infants to 6<sup>th</sup> Class

A blank P.E. timetable is available on this website.

**3) The school meets the requirements of the P.E. Curriculum.**

- Minimum five strands a year: It may not be possible to offer all classes aquatics in any given year and the P.E. curriculum acknowledges this
- Yearly planner on display: Sample yearly planner contained in p.35 of the P.E. Teacher Guidelines. This should be on display in each classroom
- P.E. Timetable on display: On display in each classroom and hall/yard timetable (if applicable) should be on display in classrooms, staffroom, hall
- A programme of aquatics is provided (pool and/ or school based)

In the Review document please provide information on:

- The current P.E. Year Plan outlining what strands of the P.E. Curriculum are currently being provided (see p. 35 of the P.E. Teacher Guidelines).

*A blank P.E. Year Plan is available on this website.*

**4) The school satisfies the seven key messages of the P.E. Curriculum (listed on p.2-3 of the PE Teacher Guidelines).**

- the importance of enjoyment and play
- maximum participation by all children
- the development of skills and understanding
- a balance between competitive and non-competitive activities
- a balance between contact and non-contact activities
- providing opportunities for achievement for each child
- providing activities equally suitable for girls and boys

Examples of how each of these key messages is fostered should be written into the whole school plan for P.E. Bullet points will suffice.

In submitting your Review document and Action Plan please consider the following;

- Could some or all of these key messages be identified as priorities? If so what will you do to strengthen your provision in these areas?

Evidence might include representation of activities by photo or samples of the children's work integrated with other subjects.

## **Co-curricular Activities**

**5) The school makes a range of co-curricular activities available to all pupils on an individual and team basis in school**

Examples include:

- individual activities
  - hill walking
  - pitch and putt

- athletics
- dance
- others
- team based activities
  - basketball
  - bocce
  - athletics (relay)
  - other

In submitting your Review document and Action Plan please consider the following;

- The team activities that are catered for in the school
- The number of pupils who participate in each team activity (male / female)
- The individual activities that are catered for in the school
- The number of pupils who participate in individual activities (male / female)
- The number of new activities / sports which have been introduced as a result of participation in the Active School programme

**6) The school's co-curricular programme caters for pupils of all abilities and provides meaningful inclusion opportunities for all**

In submitting your Review document and Action Plan please consider the following;

- adaptation of activities for children with special requirements
- meaningful inclusion of all children
- challenge of more talented
- any other special or individual requirements specific to your school population

**7) The school enlists the assistance of National Governing Bodies (N.G.B.s) in co-curricular provision**

In the Review document please outline any help offered by N.G.B.s in improving the physical activity provision for pupils of the school. If applicable, please indicate when the courses / events took place and how many pupils took part. Please indicate the improvements or

outcomes for children as a result of having the assistance of N.G.B.s working in the school. Also please outline any perceived benefits for the teachers in question.

Please ensure that;

- the coach is suitably qualified
- the coach has been vetted by an Garda Síochána
- the coach is familiar with the content of the P.E. curriculum and activities are developmentally appropriate to children's abilities
  - copy relevant pages of the curriculum and teacher guidelines for the coach
- the teacher remains with the class at all times and is involved in the session
  - At a minimum the teacher should remain with the class when a coach from an N.G.B. is involved in a coaching session
  - It is preferable that the teacher become involved in the session
    - Taking groups
    - Assisting with equipment
    - Maintaining discipline
    - Co teaching

### **Additional Promotion of Physical Activity**

**8) The school involves children in the decision making process in relation to physical activity promotion.**

In submitting your Review document and Action Plan please consider the following;

- Is there an Active School Flag committee giving children an opportunity to make suggestions about improving physical activity provision in the school?
- The involvement of senior classes in coordinating Active School Week
- Other

It is very important that pupils are involved in both the Review and Action Plan elements of the Active School Flag process.

## 9) The school takes steps to promote physical activity during breaks and lunch times

In submitting your Review document and Action Plan please consider the following;

- Yard zoning
  - area for invasion games e.g. basketball, football etc
  - rest or a quiet area
  - area for individual activities e.g. skipping, target games
  - junior and senior
  - walking trail e.g. the schools' own sli na sláinte. Check out : <http://www.irishheart.ie/iopen24/defaultarticle.php?cArticlePath=208> for more information
  - other
- yard markings
  - hopscotch, snakes and ladders, target rings, stepping stones
  - goals painted into the ground
- procedures for handing out and collecting equipment
  - senior children have a rota to do this
  - token system: Children give a token to get a piece of equipment
  - infants learn how to distribute and collect equipment themselves in P.E. class and transfer this skill to the yard
  - other
- Activity of the Week
  - children learn how to play an activity in P.E. class and transfer this skill to the yard
  - directions to play this activity are displayed on window facing out onto the playground
- Leagues organised by children
  - team captains rotated so all get turns
  - score keeping
  - referees
  - league tables
  - other strategies

## **10) The school helps and encourages pupils to walk and cycle to school where it is safe to do so**

In submitting your Review document and Action Plan please consider the following;

- walking bus/park and stride
  - [http://www.tea.ie/sustainable\\_transport/our\\_services/walking\\_bus\\_organization](http://www.tea.ie/sustainable_transport/our_services/walking_bus_organization)
- The provision by the school of a bicycle parking area
- The existence (if any) of cycle lanes between the school and the surrounding areas
- The involvement of the Student Council, Parents Association, Garda Síochana, County Council in helping to encourage pupils to walk / cycle to school
- The involvement of the school in events such as 'World Car Free Day'

## **11) The school offers pupils opportunities to celebrate their physical activity skills and achievements**

In submitting your Review document and Action Plan please consider the following;

- Active School Week
- Sports Day
- P.E. assemblies i.e. a class can demonstrate the skills they have learned in P.E. class to their peers
- In-school celebrations. Assemblies used to acknowledge sporting and physical activity related activity achievements of student body, parent body
- How individual / team achievements are acknowledged within the school community (e.g. Achievements Board, display of photographs, intercom /assembly announcements, parent newsletters, school website)
- Participation in fund raising events
- other

## **12) The school organises an Active School Week each year**

In submitting your Review document and Action Plan please consider the following;

- a comprehensive plan for the week
- the role of senior pupils

- physical activity assemblies
- walking bus
- park and stride
- guest speakers
- involvement of parents and members of the school and local community
- presentations to children
- other

*A sample Active School Week programme and a blank Active School Week Programme template are available on this website*

## **Links with the community**

### **13) The school has established links with the local community in terms of the promotion and provision of physical activity**

In submitting your Review document and Action Plan please consider the following;

- Local clubs and organisations that make use of the school facilities for physical activity (if applicable)
- Links with An Garda Síochána, Co. Council
- Past pupils as physical activity role models and guests of honour at Active School Week.
- National Governing Bodies
- Local Sports Partnerships
- Health Promoting School Initiative
- other

### **14) The school informs pupils about physical activity events, facilities and opportunities in the local community**

In submitting your Review document and Action Plan please consider the following;

- Where information about local clubs, events and facilities which help to promote physical activity is displayed in the school. Facilities might include parks, beaches, activity centres, walking trails etc.
- Opportunities given to guest speakers to address assemblies about local clubs, events and facilities
- Links on the school website to local community sports clubs, activities and events
- other

**15) The school avails of local facilities that provide for and promote physical activity opportunities**

In submitting your Review document and Action Plan please consider the following;

- early years activity centres
- outdoor and adventure centres
- amenities provided by local councils
- use of local community centres / halls for schools that have no indoor facility
- other

**16) The school demonstrates the involvement of staff, parents and members of the community in the provision of physical activity**

In submitting your Review document and Action Plan please consider the following;

- the utilisation of the expertise of suitable non teaching and teaching staff
- the members of staff who organise competitive and non-competitive physical activities for the pupils
- the utilisation of the expertise of parent body, past and present pupils, B.O.M. and others
- community involvement in the provision of physical activity in the school
- the creation of a rota for parents for physical activity prior to school opening hours
- the involvement of parents in:
  - Active School Week
  - physical activity assemblies

- walking bus
- supervision of activities
- presentations to children
- other
- other

*Where the school enlists the help of non-teaching staff it must ensure that those individuals are;*

- 1. Fully qualified in the area they are involved in*
- 2. Vetted by an Garda Siochana*

## **Qualifications, Training and Resources**

**17) The school encourages staff to attend in-service courses and to participate in other forms of continuous professional development (C.P.D.) appropriate to their needs**

In submitting your Review document and Action Plan please consider the following;

- school accesses support from the Primary Professional Development Service (P.P.D.S.), Irish Primary Physical Education Association (I.P.P.E.A.) and others
- staff members participate in certified courses
- at least one staff member with a first aid qualification
- other

**18) The school has adequate resources to provide pupils with comprehensive P.E. and co-curricular physical activity programmes**

In submitting your Review document and Action Plan please consider the following;

- Equipment:
  - A balance between games equipment and equipment for other strands
  - Equipment for children with special needs
  - Equipment stored for easy access
  - Replacement of faulty or broken equipment
  - Prioritise list of equipment to be purchased
- Permanent and temporary fixings in line with guidelines
  - climbing frames
  - goalposts
  - other permanent fixings
- P.E. books and teaching resources:
  - a balance across strands
  - clearly displayed in a central location
  - available to all staff
- Health and Safety

*A blank PE equipment inventory is available on this website*