



## The Application Process - Primary

1. Fill in the details on the **registration form** to register your interest.
2. Form an **Active School Flag committee** consisting of the people who will be involved in the ASF process. People from all areas of your school community should be invited to participate in this process and a typical committee might consist of:

Principal  
PE Post Holders  
Other staff members  
Pupils  
Parents  
Board of Management members  
Members of the community

3. Download the blank **review document**. The purpose of the review document is for schools to look at their current physical education and physical activity provision and to consider ways in which improvements can be made. The review document will reflect the unique context of your school. There is a **prompt document** and **sample review document** available on this website in order to facilitate this process.

**Current Situation** Give a detailed account of current provision in each of the 18 areas

**Possible Developments** Write a list of ways by which the current provision might be improved. There is no limit on the number of suggestions that can be made here.

**Priority** From the list of possible developments choose **one** of the suggestions that will be acted on as a priority. Write this into the priority box.

Having completed the review document there should be a list of 18 priorities. You are asked to select 15 of these priorities, rank them in order of importance and then number them accordingly in the 'Numbered Priorities' column on the review document. The priority deemed to be most important should be numbered 1.

4. Download the blank **action plan document**. The purpose of the action plan is to document the changes that your school will enact in order to improve the provision of physical activity in your school and to merit the award of the Active School Flag. Remember the Active School Flag is non-competitive and there is no deadline. Your school creates an action plan to suit your own unique context and time frame. There is a **sample action plan** available on this web site in order to facilitate the process.

**Priority** Select 15 out of the 18 area priorities (to include the 11 compulsory areas highlighted in green on the document) that were decided upon in the review document. These will form the basis of the school action plan. Fill in the priority that your school ranked the most important and write it into the first box. The remaining priorities should be written into the action plan in accordance with their ranking in the review document.

**Task** Decide upon the tasks that need to be completed in order for the priority to be achieved. The tasks should be **pragmatic, practical and observable**. Schools will be required to present the accreditor with evidence on the day of the accreditation visit that each of the individual tasks have been completed and are in place or are in the process of being completed.

Evidence can be presented in many different formats:

Written (policy plans)  
Visual (photographs, posters, power point presentations)  
Audio-visual (DVD's)  
Interviews  
Activity performances  
Tour of premises, facilities, equipment room

**Person Responsible** As in all action planning it is essential to delegate responsibility for the completion of each of the tasks to specific individuals.

**Support Required** List the people and the resources that will be required to fulfil each task.

**Completion Dates** Set completion dates for each of the tasks. These may or may not have been achieved by the accreditation date. Some of the tasks might be on-going in their nature.

5. Schools should submit their completed review plan and action plan documentation to: [eolas@activeschoolflag.ie](mailto:eolas@activeschoolflag.ie)

It is important that schools keep both a hard copy and an electronic copy of all documents submitted.

The Active School Flag Steering Committee,  
Mayo Education Centre,  
Westport Road,  
Castlebar,  
Co. Mayo.

Phone: 094 9020700  
[eolas@activeschoolflag.ie](mailto:eolas@activeschoolflag.ie)

Schools should ensure that the following items accompany your review and action plan documentation:

- PE Weekly timetable (present)
  - PE Year Planner for Junior Infants – 6<sup>th</sup> Class (present)
  - Active School Week Programme
  - PE Equipment Inventory
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6. An ASF accreditor or member of the screening committee may contact your school if greater clarification is required on any area of the school submission.
  
  7. Once the ASF steering committee is satisfied that your school is ready for the accreditation visit an ASF school flag official will contact your school and arrange a date for the accreditation visit.