



## The Application Process – Primary Schools

1. Schools should complete the registration form on line and submit it to [eolas@activeschoolflag.ie](mailto:eolas@activeschoolflag.ie) in order to register their interest in the Active School Flag initiative.
2. Schools should form an Active School Flag committee and invite representative members from all areas of the school community to become involved in the process.

Principal  
 P.E. post holder  
 Staff members  
 Pupils  
 Parents  
 Board of Management members  
 Members of the community

3. Schools must download the blank review document (located under the primary tab) and complete each section. Schools are strongly advised to refer to the prompt document and exemplar review point prior to completing this document.

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

Possible Developments              Write a list of ways that the current situation 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. Copy this suggestion into the priority box.

Once complete each school will have a list of 18 priorities. These should be ranked in order of importance and numbered accordingly in 'Number of Priority' column.

4. Schools must download the blank action plan document (located under the primary tab) and complete each section. Schools are strongly urged to refer to the exemplar action plan point prior to completing this document.

Priority                                      Schools should select 15 out of the 18 priorities from the review document that they wish to act upon. The 15 priorities must include the 11 priorities from the compulsory areas highlighted in green and 4 others of choice.

The 15 priorities must be written into the priority column of the action plan in accordance to their ranking order in the review document. The wording of the priorities in both documents must be the same.

Task	Schools need to decide upon a set of tasks that need to be completed in order for the priority to be achieved.
Person Responsible	Schools need to state the person who will be responsible for the completion of each task.
Support Required	Schools should record the persons, groups or organisations which assisted them in completing each task.
Completion Dates	Schools need to set completion dates for each task.

5. Once complete schools should e-mail the review document and action plan to the Active School Flag Steering Committee at [colas@activeschoolflag.ie](mailto:colas@activeschoolflag.ie)

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

- Completed review documentation on 18 areas
- P.E. timetable
- P.E. year plans (juniors – 6<sup>th</sup> class)
- P.E. equipment inventory form
- Completed action plan documentation on 15 priorities (to include 11 compulsory)

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

6. An A.S.F. accreditor or member of the screening committee may contact your school if clarification or additional detail is required on any area of the school submission.
7. Once the A.S.F. Steering Committee is satisfied that a school is ready for accreditation an A.S.F. accreditor will contact the school and arrange a date for the accreditation visit.