| **When** | **Description of actions to take** | **Supporting Web links** | **Completed** |
| --- | --- | --- | --- |
| Once you hear from Active Devon that your setting has been selected to be part of the random sample | 1. For an overview of the survey and what kind of information you will receive when you complete in school. 2. Lead Teacher guide   This also gives access to all the resources you will need which are individually listed below. | <https://www.sportengland.org/research/active-lives-survey/>  <https://www.sportengland.org/media/14161/teacher-guide.pdf> |  |
| When you feel you have a basic understanding of the work involved. | Discuss participation with the senior leadership team – the sample report can be a valuable tool for this part of the process. The ESPO incentive brochure is another useful document as the equipment you could receive is relevant and useful.  Plan when you intend to conduct the survey and decide whether to opt-in additional classes.  Contact Active Devon if you wish to opt in additional classes and we can request the URLs you will need. | **Sample: K/S1 only** : <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-08/A10-Y1-2-school-report-example.pdf?VersionId=X1R1Hu9fwRSCCnlYPaE1uNEZUzhYKeDA> |  |
| **Sample: K/S1-K/S2 :**  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-08/A11-Y3-6-school-report-example.pdf?VersionId=MTCe9Dkeg70.tfnJtjKDgZAuSov5ZqDL> |  |
| **Sample K/S3 – K/S4 :**  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-08/B4-Y7-11-school-report-example.pdf?VersionId=7Lrx0d6z1ChqR.2ze1c5H8ttDoC1Bp0t> |  |
| **ESPO incentive brochure:** [https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-08/C1-ESPO-incentives-brochure-2021-22.pdf?VersionId=D\_gH3WBkswQWuhprfoUwgOe7i7v\_o\_HS%20Incentives%20brochure..pdf?yVAllgMkoOBO.zQ2.UOhn.wmUpxed2x4](https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-02/6b%20-%20Incentives%20brochure..pdf?yVAllgMkoOBO.zQ2.UOhn.wmUpxed2x4) |  |
| During discussions with SLT or staff members | There are word versions of the survey questions available as documents 5a-5e using the link:  **THESE CANNOT BE USED FOR SURVEY COMPLETION AS THE URLs ARE THE ONLY SUITABLE SUBMISSION METHOD-THE WORD DOCUMENTS ARE FOR INFORMATION ONLY.** | Questions Year 1-Y2  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-08/A12-Y1-2-questionnaire-summary-2021-22.pdf?VersionId=uWr03MmAKu0uYsbmKNhzaO3hGTVXh9bq>  Questions Year 3-Y6  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-08/A13-Y3-6-questionnaire-summary-2021-22%20%281%29.pdf?VersionId=Hmt1HkOhm9FveTECyCdR_elz9DN3_n4M>  Questions Year 7-Y11  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-08/B5-Y7-11-questionnaire-summary-2021-22.pdf?VersionId=6.XyHpySHEVYL8.x3KhqGtaCJr6gsu_M> |  |
| Before carrying out the survey notify parents and ensure details of opt-outs are recorded | 1. Parents of children in the sample classes Year 1 or 2 are asked to complete some questions on behalf of their child. This document will provide information for them specifically 2. All letters to be sent to parents can be found using this link. There are also templates to send information via text message and/or email if preferred. 3. Privacy policies around the survey are also included via the link as letters 3a-3d. | <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2020-09/1c%20-%20Parent%20guide%20for%20schools%202020-21.pdf?qUUixshQeM3T50Mkj_aA2iB8Ll5xi12b>  To try and further encourage parent responses SE have decided to change the way schools earn credits for parent responses. In previous years, schools received an incentive (five credits) for every five parent responses. This will change so that every parent response results in one credit (equivalent roughly to £10) incentive for the school. We hope that this will encourage more parents to take part as they will each directly contribute towards the school’s credit total.  <https://www.sportengland.org/know-your-audience/data/active-lives?section=information_for_schools> |  |
| Before children are asked to complete the survey | These documents explain the survey in child friendly language and are useful as a prompt if teachers choose to explain or can be handed to older children being asked to complete the survey. | Pupil info primary:  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2020-09/4a%20-%20Pupil%20information%20primary%202020-21.pdf?OA8P82fmDLf4MNvY4ElFf16YkfTcOLE3>  Pupil info secondary:  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2020-09/4b%20-%20Pupil%20information%20secondary%202020-21.pdf?mwOtttKpCq5XCLZceVXKiINzpKIXJD.D>  Class Teacher info:  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2020-12/4c-Class%20Teacher%20information_2020-21..pdf?R.izZGxGrx6utSwL1o7XEyHzmz.Nhi8n> |  |
| One teacher per setting should complete the teacher survey. | Schools that take part in the survey are eligible for the Healthy Schools Rating Scheme. The award is based on information in the teacher survey completed, and we recommend that the lead teacher or PE lead complete this. | <https://www.gov.uk/government/publications/healthy-schools-rating-scheme> |  |
| Before children start the survey submissions | Check technology is available and ready! The survey can be completed on computer/laptop/ tablet /smartphone including the parental submissions. | Check that the survey domain has been whitelisted and permitted for use by pupils.  \*.ipsosinteractive.com  This is not a web address so you can’t click into it – but will help if you need to whitelist the domain. |  |
| Survey time! | Each individual submission needs to be completed in one session but overall, classes can be completed in multiple sessions.  Remember to inform parents of year 1 / 2 children of the URL for their survey completion | **Each school has it’s own URLs which will be sent to you by Active Devon via email.**  These should be used for individual sample classes. If your setting has opted in for **additional classes** these are more general (eg. Years 7-11 will only have one for opt-ins [] Years 3-6 will only have one for opt-ins and likewise year 1-2 will only have one for opt-ins.) |  |
| HELP! | If you need help please get in touch with Active Devon or take a look at the Sport England website for further information. | [schools@activedevon.org](mailto:schools@activedevon.org)  or  [perrin.fox@activedevon.org](mailto:perrin.fox@activedevon.org) |  |
| At the end of the term in which you took part | ESPO will contact you with incentives awarded. You will be asked to select which equipment you wish to order from the brochure – **please check your junk mail and advise the admin department at your setting as these notifications sometimes get overlooked otherwise** | **ESPO incentive brochure:** <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2021-02/6b%20-%20Incentives%20brochure..pdf?yVAllgMkoOBO.zQ2.UOhn.wmUpxed2x4> |  |
| Towards the end of the following term | Sport England will send your bespoke school report (assuming sufficient submissions were made – please see the specific information around this) | WHO RECEIVES A REPORT?  <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2020-09/7a%20-%20School%20report%20requirements.pdf?kLZplONEcvnSgv7R_Nsc3tR1EFcD1TXr> |  |
| Active Devon will contact you again  School reports are sent directly to the school and we at Active Devon will ask whether we can see a copy of your bespoke report. This provides us with valuable information about our area and how active children and young people are in Devon.  We are also very keen to come and meet you and get to know your unique school community. Please feel free to contact us to arrange a visit before we contact you if that is more convenient.  Active Devon want to support all schools with the small steps needed to implement an Active School Framework.  [www.activedevon.org/schools](http://www.activedevon.org/schools) | | | |

**ADDITIONAL INFORMATION RELEVANT DURING THE PANDEMIC AND APPLICABLE IN 2021:**

**Secondary schools can continue to complete at home as standard if they wish.**