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|---|---|---|-------------------------------|
| Policy/Procedure Name:  |   | PE and Sport Premium Policy (Primary)                       |                               |
| Policy/Procedure Number:  |   | SMT075  |                               |
| Date of Approval:   |   | 27 <sup>th</sup> October 2017                               |                               |
| Effective Date:   |   | June 2017   |                               |
| Revised Date:   |   | June 2019   |                               |
| Review by Date:   |   | June 2020   |                               |
| Policy/Procedure Author:  |   | Teaching and Learning Development Coordinator/SENCO         |                               |
| Policy/Procedure Owner:   |   | Principal   |                               |
| Management Committee Approved By:   |   | SMT   |                               |
| Governor Committee (where appropriate) Approved By:                                       |   | Not Applicable  |                               |
| For Action By:  |   | All School and College Staff                                |                               |
| For Information to:   |   | Students and Parents  |                               |
| Approval requested to upload on the Treloar Website:                                      |   | Yes <input checked="" type="checkbox"/> (tick if requested) |                               |
| Who is carrying out EIA?  | SMT   | Date of EIA?  | 27 <sup>th</sup> October 2017 |
| Have we shown due regard for the 9 protected characteristics within the policy/procedure? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |   |                               |
| Are all opportunities to promote equality taken within the policy/procedure?              | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |   |                               |
| Refer Policy/Procedure to EDI Co-ordinator for further assessment                         | Yes No <input checked="" type="checkbox"/>                          |   |                               |

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## **1. Policy/ Procedure Aim**

Note that the PE and Sports premium is targeted towards primary students

- i. To ensure that we provide all students with fair and equal opportunities to develop and maintain a healthy lifestyle through their involvement in physical education and sport.
- ii. To outline measures to monitor and evaluate the impact of the PE and Sports Premium
- iii. To outline the roles and responsibilities of the staff involved in the receipt and spending of the PE and Sports Premium
- iv. To offer suggestions around the use of the PE and Sports Premium
- v. To provide a framework for all staff involved in the administration and use of the PE and Sports Premium
- vi. To ensure that we comply with the Department of Education's requirements with regard to spending of PE and Sports premium and accountability for primary students

## **2. Policy/Procedure Details**

### **Background and information**

- Receipt of the PE and Sport for primary schools is determined by Secretary for State for Education under section 342 of the Education Act 1996.
- Where a school does not follow year groups students aged 5-10 attract the funding
- Schools with less than 16 eligible students currently receive £1000 per student but this amount is subject to review
- For non-maintained special school funding is received in 2 separate payments over the course of the academic year
- "We send non-maintained special schools their PE and sport premium funding in 2 separate payments. You receive:
  - 7/12 of your funding with the first payment you have scheduled with us after 1 November 2018.
  - 5/12 of your funding with the first payment you have scheduled with us after 1 May 2019" updated May 2019
- The number of students eligible is determined by the January school census for the previous academic year

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- Schools must use the funding to make additional and sustainable improvements to the quality of PE and sport for all students At Treloar's we recognize that this will have an overlap with their overall physical wellbeing and skill development, meaning that liaison with the physiotherapists and occupational therapists is essential.
- Schools are free to determine how best to use this funding to improve the quality and breadth of PE and sport provision including, increasing participation in PE and sport so that all students develop healthy lifestyles and realise their potential.
- The vision promoted by the Youth Sport Trust and Association for Physical Education is that 'all students will leave primary education physically literate and with the knowledge, skills and motivation necessary to equip them with a healthy lifestyle and lifelong participation in physical activity and sport'
- Spending must lead to long lasting impact against the vision above that will live on well beyond the Primary PE and Sport Premium funding.

### 3. PE and Sports Premium Flowchart

#### Process

Step 1  
Monies received from the ESFA



Step 2  
**Finance** to advise Head of School/Designated PE Teacher amount received and date of receipt. Finance to update Spreadsheet Ydrive/staff/student info/all students/pupil and sports premium



Step 3  
Proposal for spending funds will be considered by **Head of School** in cooperation **with the Sports department**



Step 4  
PRFs raised by relevant member of staff. E.g. for purchase of sports equipment PE department will raise PRF



Step 5  
PRF agreed by **Head of School**



Step 6  
**Procurement** will organise purchase and take receipt of goods or services



Step 7  
**Sport and PE** staff will provide supporting information around the impact of the use of the premium as appropriate

#### Quality Assurance and Statutory Requirements

**Head of School** will ensure that the strategy for use of PE Sport Premium is published on the school website

**Head of School and Quality Manager** will monitor the impact of interventions to increase students' participation and attainment in PE and sport

**Head of Quality** will facilitate collection of data on a regular basis to support judgement on the impact of the Sport and PE premium monies

**Head of School and Quality Manager** will publish Premium reports for TLT and Governors

**Governors** will ensure that the school publishes the required statutory information on the website and that they have a clear understanding of how monies are spent and their impact on increasing attainment and participation in sport and PE

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## **Process on receipt of premium**

- Monies received from the ESFA (Currently in November and May) based on previous years January school census (Education and Skills Funding Agency)
- Finance to advise the Head of School on receipt of payments
- Proposal for spending the PE and Sports Premium grant will be considered and approved by the Head of School in cooperation with the Sports Department
- PFRs raised and confirmed by the Head of School

## **4. Roles and responsibilities**

- The Head of School will write and review the strategy for the school's use of PE and Sport premium for publication on the school website.
- The Head of School will approve and authorise spending requests based on information provided by the Primary team and the Sports department
- The Head of School and Head of Quality will monitor the impact of interventions to increase students' participation and attainment in PE and sport
- The Head of Quality and Head of School will publish PE and Sports premium reports for the Treloar Leadership Team and Governors
- The Head of School will ensure that we publish the required statutory information on the Treloar school website (see below 'what we need to publish')
- Governors will ensure that they have a clear understanding of the PE and Sport premium, how this is spent and the impact that the premium is having on students' participation and attainment
- School Finance and administration will ensure that the Head of School is informed promptly on receipt of the PE and Sports premium and with the Head of School monitor the PE and Sports premium budget
- School Finance will facilitate the prompt use of monies received and advise of any problems associated with the sourcing of equipment, events etc. (Finance and Procurement )

- The Head of Quality will facilitate data collection and analysis on a regular basis to support judgments around the impact of the PE and Sport premium on participation and attainment

## **5. Monitoring and evaluation**

Ofsted assesses 'how effectively leaders use the PE and Sport Premium and measure its impact on outcomes for students and how effectively governors hold them to account for this' (School Inspection handbook. April 2018 p 42)

The Department for Education published the following in October 2017

There are 5 key indicators that schools should expect to see improvement across:

- the engagement of all pupils in regular physical activity - the Chief Medical Officer guidelines recommend that all children and young people aged 5 to 18 engage in at least 60 minutes of physical activity a day, of which 30 minutes should be in school
- the profile of PE and sport is raised across the school as a tool for whole-school improvement
- increased confidence, knowledge and skills of all staff in teaching PE and sport
- broader experience of a range of sports and activities offered to all pupils
- increased participation in competitive sport

(Gov. UK website 4.6.2018)

### **We will ensure that**

- The Head of School maintains an overview of the PE and Sports premium spending
- We measure the impact that the sport's premium is having on improving PE and Sport provision as a whole and on student progress and attainment.
- We report the impact in school self-assessment documents (SEF and SAR)
- Governors receive an update through the Head of Quality's report on PE and Sport premium spending and its impact
- Our strategic plans for using the funding include clear, measurable targets for development

- We will regularly monitor the work of specialist PE teachers to ensure that their teaching is consistently good (Refer to SMT 017)

## **6. What we need to publish**

- ✓ The amount of funding received
- ✓ A full breakdown of how the school has spent the funding
- ✓ The effect of the premium on students' PE and Sport participation and attainment
- ✓ How improvements will be sustained

## **7. How funding can be used**

The PE and Sport premium should be spent in a way that it will ensure that sustainable improvements are made to the quality of PE and Sport for all primary students. Some of the ways that the premium can be spent are listed below -

- ✓ Develop or add to the PE and sport activities that the school already offers
- ✓ Make improvement that will benefit students joining the school in future years
- ✓ Hire qualified sports coaches to work with teachers
- ✓ Provide existing staff with training or resources to help them teach PE and sport more effectively
- ✓ Introduce new sport or activities and encourage more students to take up sport
- ✓ Run or extend school sports clubs and holiday clubs
- ✓ Run sports competitions
- ✓ Run sports activities with other schools

Funding must **NOT** be used to

- ✓ employ coaches or specialist teachers to cover planning, preparation and assessment arrangements

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- ✓ Teach the minimum requirement of the national curriculum

## 8. Implications of Policy/Procedure

### 8.1 Training Requirements

Funding may be used to up skill members of staff involved in the delivery of PE and Sport

### 8.2 Communication Requirements

|   |   |  |
|---|---|--|
| How will the Policy/procedure be communicated:  | The policy will be uploaded to SharePoint and stored under SMT policies<br>Staff will be advised via SharePoint of the existence of this policy |  |
| Who will ensure the above communication is carried out:   | Head of School and Head of Quality  |  |
| Do the changes made to this policy/procedure affect any other policies/procedures?<br>If yes, has this been communicated to the policy/procedure author/owner | No  |  |

### 8.3 Inclusive communications

If you require this document in an alternative format, such as large print, audio description or a colour background, please contact Jo Cox at jo.cox@treloar.org.uk

### 8.4 Other Implementation Requirements

## 9. Monitoring and Review

The policy will be reviewed on an annual basis to ensure that any changes to government legislation is recognised and acted upon and any changes to procedures are updated

## 10. Links to other related policies, procedures or documents (internal)

N/A

## 11. Further sources of information (external)

The Association for PE

Youth Sports Trust

The Association for PE provides a tracking document to measure impact which can be downloaded from the following

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<http://www.afpe.org.uk/physical-education/evidencing-the-impact-guidance-template/>

## 12. References

<https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools>

## 13. Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

| Page/para No. | Brief description of the change(s)                           | Change made by | Date      |
|---------------|--|----------------|-----------|
|               | NA -   |                |           |
| 6             | Addition of guidelines by the Department of Education        | Julia Simmons  | 11.9.2018 |
| 2             | Information about when funds are received in two instalments | Julia Simmons  | June 2019 |
|               |  |                |           |
|               |  |                |           |

### IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

## Appendix 1

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**TRELOAR SCHOOL AND COLLEGE PURCHASE REQUEST FORM**  
**FOR AN ITEM TO BE PURCHASED USING PRIMARY SPORTS FUND**

Please fill in the details **electronically** and **email** the completed form to Laura Coleman

**Name of person placing order:** [Click here to enter text.](#)

**Date of request:** [Click here to enter text.](#)

**Item description:** [Click here to enter text.](#)

**Item price, including VAT:** [Click here to enter text.](#)

**Details of supplier:** [Click here to enter text.](#)

**Name of staff member this item should be addressed FAO on delivery:** [Click here to enter text.](#)

Note: Please let Laura Coleman know when the order has been received

**Additional comments or information (optional):** [Click here to enter text.](#)

**Please state what impact you think this item/s will have on this young person's ability to engage and achieve more in their physical education**

[Click here to enter text.](#)

**How long after receipt of this purchase will you be able to provide evidence of its impact on this student?**

[Click here to enter text.](#)

**Please name the member of staff who is responsible for sending this evidence of impact to Laura Coleman**

[Click here to enter text.](#)

**Note:** Laura Coleman will let the person who completed this order know if it has been **approved**, or if more information is needed.

**Note:** Laura Coleman will add her signature and account budget number when the order is approved and forward to the Procurement Manager. The Procurement Manager will order the items.

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**Laura Coleman's signature:** [Click here to enter text.](#)

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**Date:**

V1 HD 4.10.18

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