

PHYSICAL EDUCATION, SCHOOL SPORT  
AND PHYSICAL ACTIVITY POLICY

NORTH  
LIVERPOOL  
ACADEMY

Physical Education Department

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## North Liverpool Academy

### Physical Education, School Sport and Physical Activity Policy

#### **Purpose**

Physical Education and Sport at North Liverpool Academy is designed to support, contribute to, and compliment the aims of the academy: ***Aspire, Experience, Community and Achieve***.

We do this by providing equality of access for all pupils to a broad, balanced and relevant curriculum which aims to develop the children's knowledge, skills and understanding so that they can perform with increasing competence and confidence in a range of physical activities. These activities include; gymnastics, athletics, invasion games, outdoor and adventurous activities, net and wall games, Health Related Fitness and Sport Education. Along with this, we have community providers who assist with the delivery of our PE Curriculum, LFC Foundation and Anfield Boxing Club.

Physical education promotes an understanding in children of their bodies in action. It involves thinking, selecting and applying skills and promotes positive attitudes towards a healthy lifestyle, leadership, volunteering and risk taking. We aim to enable the children of North Liverpool Academy to make informed choices about physical activity throughout their lives and understand the importance of physical fitness. It is intended that the programme offered, together with an awareness of leisure opportunities within the community, will develop those skills and attitudes conducive to involvement in an *active and healthy lifestyle*.

## **The objectives of teaching PE at North Liverpool Academy are;**

### **Physical Development**

- To create learning situations where pupils can develop physical skills, knowledge and understanding involved in the areas of activity as set out in the National Curriculum.
- To develop good movement control and body awareness.
- To provide work which maintains high levels of activity and thus contributes to physical fitness.

### **Creative and Imaginative work**

- To offer situations to students to explore aesthetic body movement and to develop their own creative ideas.
- To encourage students to appreciate and comment on their own work and that of others, recognising both strengths and weaknesses.
- To promote positive self-image and give students the confidence to actively participate in all lessons and achieve their full potential.
- To constantly re-enforce the need for high standards of behaviour and positive attitudes in the creation of an environment where learning flourishes

### **Safety, Health and Hygiene**

- To maintain strict control over the use of apparatus and equipment, ensuring that pupils develop an understanding of the importance of safety in P.E. lessons.
- To maintain high standards of dress and develop pupils appreciation of the need to wear appropriate clothing and footwear for participation in physical activity.
- To develop an awareness of the need for regular physical exercise.
- To develop an understanding of the components of fitness and the part they play in everyday life.
- To develop an understanding of the importance of warming up for, and recovery from, exercise.
- To make students aware of the increasing need for personal hygiene in relation to vigorous activity

### **Preparation for adult life**

- To create situations where students can make decisions based on informed judgement.
- To provide meaningful, enjoyable and stimulating activity which will motivate students to participate in sport and recreation in post school and adult life.
- To create situations to explore and appreciate the various opportunities for physical activity in the local area.
- To foster links with the local clubs so that a natural progression from school sport to club sport is created.
- To direct particularly talented pupils to the appropriate organisations so that their talents may be developed.
- To help students assess vocational opportunities in the sports and leisure industries.

## **Time Allocation**

### **Physical Education Curriculum**

At North Liverpool Academy, our students at KS3 and KS4 are allocated to a 75 minute Physical Education lesson per week. Our cohorts are set according to ability and follow a pathway of activities which offers breadth of learning experiences to progress their abilities as planners, performers and evaluators.

At KS4 Examination Physical Education, students can opt towards following our BTEC First for Sport qualification. Our students are allocated to two 75 minute lessons a week to complete their course – over the key stage they will complete four units: Unit 1 Fitness for Sport and Exercise, Unit 2 Practical Performance in Sport, Unit 3 Applying the Principles of Personal Training and Unit 6 Leading Sports Activities.

At KS5 Examination Physical Education, student can again opt towards following our OCR Sport and Physical Activity Diploma or Extended Certificate. Our students are allocated seven 75 minute lessons a week (Diploma) or four 75 minute lessons (extended certificate). CORE units will see the students completing the following: Unit 1 Body Systems and Effects of Physical Activity, Unit 2 Sports Coaching and Activity Leadership, Unit 3 Sports Organisation and Development, Unit 19 Sport and Exercise Psychology and the remaining course will be built up with the optional units chosen to suit to cohort's needs.

### **Extra-Curricular Provision**

North Liverpool Academy is committed to ensuring that our students are increasing the amount of time that they spend being active when not within curriculum hours. As a result, we strive to ensure that the children are offered a wide range of after Extra-Curricular Sports Clubs. These encourage children to further develop their skills in a range of activities and sports.

Each student has access to at least 6 hours of extra-curricular sport per week. This is offered to our students at lunch time and after school. These clubs provide our students with the opportunity to play intra and inter school fixtures and tournaments against other schools, in a range of sports. This allows us to offer a competitive element to team games and provide the opportunity for students to foster a sense of team spirit and cooperation with other students in the academy. Likewise, we offer clubs for our students whereby they increase participation levels and develop their social skills in a non-competitive setting.

Extra-Curricular Activities at North Liverpool Academy: Football, Rugby, Basketball, Futsal, Fitness, Dodgeball, Netball, Trampolining, Rounders, Tennis, Cricket, Athletics, Softball, Boxing and Badminton. The PE department also provides opportunities for our students experience sports whilst on experiential trips: skiing, netball tours and football tours.

Staff participation in sporting activities is also offered through the PE department; at present we currently offer; football, fitness suite, netball and badminton after school and all staff are encourage to attend.

**NORTH LIVERPOOL ACADEMY**  
**DURING/AFTER SCHOOL FIXTURES**

When travelling to and from away venues it is essential that all pupils are supervised by a member of staff. Students will be expected to adhere to the rules laid down as to times of arrival/departure/safety etc. Failure to comply may result in exclusion from the activity in the future.

If taking students out of school within school time it is important that the teachers teaching the pupils at that particular time are made aware of it. A list of student's names and venue attending must be left in the school office. If taking students out of school time a school selection letter must be sent home and returned to the staff involved before the event. If the fixture is away the member of staff must take the PE mobile phone with them and ensure all parents have the phone number (include this on permission letter).

**Codes of Conduct**

**Players**

1. Be a good sport
2. Enjoy sport and improve your skills
3. Treat people as you would wish to be treated
4. Do not bully or intimidate others
5. Play by the rules
6. Control your temper and your mouth
7. Co-operate with your team and teacher
8. Co-operate with officials
9. Do your best

**Parents and spectators**

1. Promote participation in sport
2. Teach and show respect for opponents and officials
3. Encourage young people to play by the rules
4. Encourage you child/children regardless of result
5. Never publicly question the judgement of an official
6. Never use offensive language

## **Planning Checklist for School Matches**

### **Fixtures**

- Arrangements (telephone, letter, card)
- Confirmation
- Cancellation

### **Transport**

- Arrange minibus, coach or taxi
- Provide travel directions

### **Notification**

- Distribute the list of fixtures to:
  - PE Staff
  - Office staff for parental phone calls
  - Parents
  - Caretaker
  - Captains
  - PE Notice board

### **First Aid**

- Travel box

### **Refreshments**

- Make sure pupils have adequate drinks

### **Team List**

- Must be given to the school office before departing

### **Record of results**

- On PowerPoints (Shown on school screens).
- NLA Twitter account
- On the PE notice board
- Academy Times
- Inform press of notable achievements

## **Planning Checklist for Tournaments**

### **Time and Venue**

- Organise the venue (seek permission if necessary); arrange the date and time

### **Entry Forms**

- These should include
  - The venue/time/date
  - The closing date
  - The entry fee, if applicable
  - The age group
  - The name and address of the organiser
  - Where to return the entry form
- The return slip should include
  - The name, address and telephone number of the school
  - The names of staff in charge, with emergency telephone numbers

- The names and dates of birth of the players/competitors, and events they are to be entered in

### **Organisation**

- Officials and helpers
- Refreshments/catering arrangements
- St. John's Ambulance/First aid
- Special invitations
- Press
- Certificates, trophies
- Equipment appropriate to the event (whistles, bells, stopwatches, pencils, etc)
- Score cards, results sheets, recorders sheets
- Master score card
- Signs for the changing facilities, courts, etc
- PA system
- Sponsorship or advertisement programme

### **Programmes**

- Details to be sent out in advance should include:
  - General information
  - Date, venue, time
  - Cancellation number
  - Changing facilities
  - Reporting in
  - Parking facilities
  - Refreshments
  - First aid
- Tournament/championship regulations
  - Scoring systems; ties
  - Injuries; substitutes
  - Late arrivals
  - Length of matches
  - Equipment to be used
  - Umpires/referees
  - Eligibility of players/competitors
- A list of competing teams and their playing colours
- The order of play or order of events
- The schedule for the tournament
- A diagram me of the venue, showing layout of facilities
- Travel directions (map and instructions)

### **Confirmation**

- Confirm all arrangements

### **Awards**

- Organise the presentation of certificates, etc.

### **After the tournament**

- Send out results (and details of the next round if appropriate)

- Write 'thank you' letters to the officials, the helpers, the VIPs, the head teacher (for the venue), the grounds man, etc

## **Health and Safety**

The general teaching requirements for health and safety apply to this subject. All staff have due regard for the current Association for Physical Education (AfPE) PE guidance 2012 when preparing and delivering PE lessons. We encourage the students to consider their own safety and the safety of others at all times. We expect them to change for PE into the agreed clothing for each activity area which is in line with the academy's kit policy, including no students wearing any jewellery for physical education lessons. Students should be regularly reminded of safety rules and these should be strictly adhered to. Staff conducting PE/school sport within and outside the curriculum (including non PE department staff) work within the BAALPE guidelines.

### **ACCIDENT AND STAFF PROCEDURE**

#### **Minor Accidents**

1. In the event of a minor accident, the P.E. staff should, if qualified, treat the injury using the first aid kits in the staff offices. These first aid kits must be kept well-stocked
2. If it is not possible for the P.E. staff to treat the injury, the students should be sent to the school nurse or qualified first aider, accompanied, if necessary, by another pupil.

#### **Serious Accidents**

1. In the event of a serious accident, the lesson should be stopped immediately, pupils moved away and the injury assessed
2. Two responsible students should be sent to;
  - a. Get the school nurse/first aider
  - b. Ask the office to telephone for an ambulance
  - c. Ask the office staff to inform parents
  - d. Inform the Head teacher or a member of the Senior Management Team who will either personally go to the scene of the accident or send another member of staff
3. If a student cannot move due to an injury, staff should not attempt to move him or her under any circumstances. Whilst awaiting the arrival of an ambulance, the pupil should be kept warm and as comfortable as possible.
4. On the arrival of the other member of staff, the rest of the group should be taken back to the changing rooms to change under supervision
5. The injured student's clothes should be collected from the changing rooms and eventually taken with the pupils to the hospital
6. Unless a parent arrives at school, the pupil must be accompanied to hospital. The accompanying teacher must remain at the hospital until relieved by the parent
7. Office staff must be informed of the hospital to which the pupil has been taken
8. The member of staff who was teaching the pupil at the time of the injury must complete the appropriate Accident Form available from the staff room

**ALL ACCIDENTS, WHETHER MINOR OR SERIOUS, MUST BE ENTERED IN THE ACADEMY'S ACCIDENT BOOK**

### Valuables

1. Valuables should be collected and locked away for the duration of the lesson. At the end of the lesson, valuables will be returned to individual students.
2. Watches must not be worn during P.E. lessons
3. Jewellery should not be worn in school and staff should not take responsibility for it. The student should remove it and be responsible for it.
4. It is school policy that iPods / mobile phones should not be brought into school. Therefore, the department can not accept responsibility for them. .If a member of staff does accepted responsibility they may be liable to replace the item if stolen or lost.
5. The Changing room doors should be locked during lesson time and all staff must share this responsibility. **Do not allow students to enter the changing rooms in lesson times, unless supervised by a member of staff.**
6. The valuables policy applies to all Extra Curricular Events. [if a students forgets to hand in valuables in the changing room at the start of an Enrichment activity. Only accept responsibility if you can ensure the safe keeping of the item in question].

### Kit

1. All students must wear the correct North Liverpool Academy Kit which should be labelled.
2. Any incident of forgotten kit must be recorded in the student action log book and the offender given a warning in the first instance.
3. Second instance students should be given a 15 min detention after school /Break time.
4. On the Third occasion an Hour detention should be given and a letter sent home to inform parents of the situation.
5. If a student persistently forgets their kit, his/her parents will be contacted and a parental interview may be requested by the Head of Department/ house managers.
6. Students who forget their kit will be provided, whenever possible, with appropriate clothing by the school.
7. If a Student brings an incorrect item of kit, he/she should also bring an explanatory note.

### Non-participation

1. The value of participation in P.E. should be continually stressed to students. They should not miss a lesson for trivial ailments for example: colds, sore throat, etc. They are better taking part than standing around feeling sorry for themselves.
2. Notes from home should be dated and should detail the reason why the pupil is unable to take part in the lesson.
3. All notes must be recorded in student action log book and stored in year Excuse boxes. Only medical notes should be filed in the Medical Register.
4. Students who are excused from P.E. should still be involved in the lesson through observation, measuring or discussion. They must act as coach, referee or umpire. If this is not appropriate, they should be set relevant written work. From prepared sheets. They are required to wear P.E. kit.

\* Excused Students doing written work are still the responsibility of the class teacher and should not be left unsupervised.

### **During the lesson**

1. Carefully planned, interesting lessons maintain pupils' attention and reduce the likelihood of disruptive behaviour.
2. When faced with a disruptive students or group of students, teachers should deal with the situation in a calm but firm manner. The following strategies may be employed:
  - a. Avoid confrontation
  - b. Deal with disruptive students away from the rest of the group
  - c. Avoid 'blanket punishments' to large groups of pupils.
  - d. Positive behaviour management. When students have been made aware that their behaviour is inappropriate, teachers should try to praise a positive change in behaviour or attitude.

### **Punishments**

1. Individual teachers should try to deal with problems with their own lessons as far as possible. Where a teacher feels the need for support, they should contact their 'lesson buddy' who may speak to the student causing the problem or take the student with them. If this does not solve the problem he/she should refer the problem to the Head of Department /House Manager/ Head of House /On Call Member of staff **(emergencies only EG: risk of injury to themselves/other students risk of damage to property/ equipment)**.
2. Students may be given a detention at break time, lunch time without parental permission
3. If detentions fail to resolve a problem, students may be referred to Heads of house or members of the Senior Management Team.

### **Hygiene**

2. Often, at the end of a lesson there is insufficient time for a shower. However, students are entitled to use the shower facilities if they wish to.
3. Students who have verrucas should bring a plaster or plastic bag to cover their verrucaes whilst in the shower.

### **End of lesson**

1. Ensure that all equipment is collected and stored tidily in the appropriate place.
2. Areas should be checked – windows closed, doors locked and **store rooms locked.**
3. Students must be fully changed into their school uniform.
4. Valuables must be collected by the students.
5. Students must be dismissed from the changing rooms in a calm, sensible and quite manner.

## **PHYSICAL EDUCATION AND SPORT EQUAL OPPORTUNITIES POLICY**

The policy of Equal Opportunities with Physical Education is consistent with the whole school policy which states:

“...all students, irrespective of race, colour, creed, gender or disability, should have equality of opportunity in education”

### **Aims**

1. To make provision for all students to receive full equality of access and entitlement in all areas of the Physical Education curriculum.
2. To provide an atmosphere where all students feel valued and confident in expressing themselves physically
3. To protect the needs and interests of all students regardless of race, gender, background or ability with regard to physical education
4. To provide students with the best health opportunities to equip them with the essential experiences to become as independently active as possible in life
5. To provide physical experiences to enhance students ability to work both independently and in groups as equals, mutually respecting each others contribution

### **Indicators**

1. Every student has equal access to all elements of the curriculum.
2. All students have equality of opportunity in respect of;
  - a. Curriculum time
  - b. Extra curricular involvement
  - c. Use of resources
  - d. Use of facilities
  - e. Specialist teaching
3. Learning experiences are differentiated to meet the needs of all students.
4. Resources are appropriate for a range of abilities
5. Decisions on grouping of pupils are made in the best interest of the students



## **PHYSICAL EDUCATION AND SPORT SPECIAL NEEDS POLICY**

### Aims of a progressive S.E.N. Physical Education Programme

At the North Liverpool Academy we believe that all students, whatever their needs, ability or disability, will benefit from an appropriate physical education curriculum in terms of enjoyment, fulfilment, using differentiation rather than a different curriculum (although in some cases this may be necessary).

The purpose of physical education for all students is the same, but the help that individuals will need to enable them to progress will be different. We are trying to raise awareness as a department that every child is different.

### How do we intent to achieve this?

- work with the SENCO regarding individual educational plans for physical education.
- To offer a modified, rather than a different curriculum, ensuring every student's right to entitlement.
- Adopt a sensitive approach whilst ensuring care does not prevent achievement.
- To promote effective communication with outside agencies (e.g. LEA, physiotherapists)
- Where possible, the P.E. teacher is to communicate with the child concerned about their range of abilities.
- Provide modified equipment appropriate to individual needs.
- Ensure integrated use of special support assistants in P.E. lessons.
- Provide a balanced range of extra - curricular activities for girls and boys of all abilities.
- Provide an environment that is conducive to learning, e.g. elimination of background noise, good lighting, concise and clear communication from the teacher.
- Break down complex instructions into smaller sequential tasks.
- Make sure that there is an identification of students' abilities and disabilities on entry into the school (including gifted and talented]
- All children with Special Educational Needs are encouraged to attend extra-curricular activities

**All children with Special Educational Needs are encouraged to attend extra-curricular activities**

## **NORTH LIVERPOOL ACADEMY**

### **SPECIALIST TEACHING STAFF**

- **Miss Alex Kennedy- Faculty Leader**
- **Miss Hannah Parsons – Subject Leader of Physical Education**
- **Miss Ruth Babb- Head of PSHE and Teacher of PSHE**
- **Miss Sue Challinor - P.E. Teacher and Coordinator of Student Voice**
- **Miss Kim Williams – P.E Teacher**
- **Mr Chris Spencer – P.E Teacher**
- **Mr Phil Forrest- P.E Teacher**
- **Mr Paul Delahunty- PE Teacher**

The department fully support the principles stated in the Academy policy and provides practical support for new members of staff in the following ways:

1. Relevant documentation is issued prior to taking up the post.
2. HOD/Staff will provide information and tour of the facilities.
3. Timetables are carefully considered to provide balance of activities/age range/ability and behaviour groupings, taking into account strengths and areas of improvement of each individual teacher.
4. Team teaching and observation opportunities and attendance of relevant courses are planned to provide support and professional development for the member of staff.
5. Regular meetings are set to ensure clarity of policies and procedures
6. Departmental responsibilities will be discussed and allocated gradually according to need/merit.

### **Cover for staff absences**

1. Policy adopted by the school on August 16<sup>th</sup> 1999  
“Any teacher covering a lesson for an absent member of the Faculty of Physical Education and Sport may only undertake practical work if, in the opinion of the Head teacher or the Head of P.E. he or she is, (a) suitably qualified to take a practical lesson, and (b) suitably dressed to do so”
2. If possible, the absent member of staff should set work for his/her group. If this is not possible, the Head of P.E. or the senior member of the girls’ physical education department will set work
3. Teaching staff should always try to leave their Teachers Planners in an accessible place so that continuity between lessons can be maintained
4. If theory work is set for a group then this should relate as closely as possible to the practical area being covered
5. The Head of P.E. may decide that the most appropriate course of action to take when a member of staff is absent is to ‘double up’ groups

### **FOR OUTSIDE LESSONS STAFF MUST CARRY MOBILE PHONE**

#### **Medical register**

At the start of each academic year staff must check the medical register and also when teaching a new group. This should be updated if needed throughout the year.

### **STAFF KIT**

#### **Staff**

- Black polo shirt
- Department tracksuit [ black/white]
- Department fleece [black]
- Department outdoor jacket [black]