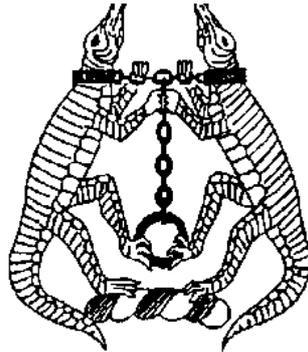


# SIR ROBERT GEFERY'S SCHOOL

**A School for Enthusiasts**

*Where we 'live life in its fullness' (John 10.10)  
Knowing that God is our strength and with  
His help we will be the best we can*



## PE & Outdoor Learning Policy

Policy Reviewed by: Richard Arundell, Subject Co-ordinator  
and Headteacher

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Review: May 2022

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## 1.1. **Statement of intent**

Sir Robert Geffery's Primary School aims to provide opportunities for pupils to become physically confident in a way which supports their health and fitness. At the school, we offer pupils the opportunity to compete in sports and other activities, in order to help build character and reinforce values such as fairness and respect.

PE lessons are taught with the following aims in mind:

- Meet the requirements of the national curriculum
- Promote a healthy and active lifestyle
- Encourage physical activity and exercise
- Develop competence to excel in a broad range of physical activities
- Build self-esteem, confidence and resilience
- Provide all pupils with access to the lesson
- Develop pupils' academic, social and physical ability
- Encourage good behaviour and respect amongst pupils
- Promote team work and cooperation amongst pupils

This policy outlines what pupils will be taught during PE lessons and how they are expected to behave, as well as the measures taken in order to ensure the health and safety of pupils, including role-specific responsibilities.

## **2. Legal framework**

2.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc. Act 1974
- DfE (2013) 'Physical education programmes of study: key stages 1 and 2'
- DfE (2017) 'Statutory framework for the early years foundation stage'

2.2. This policy will be implemented in conjunction with the following school policies, documents and procedures:

- Health and Safety Policy
- First Aid Policy
- Uniform Policy
- Equality Policy
- Primary School Uniform Guidance
- Pupil Accident Log
- Pupil Code of Conduct
- Staff Code of Conduct

## **3. Roles and responsibilities**

3.1. The headteacher is responsible for:

- Appointing an appropriate PE coordinator.
- Ensuring that appropriate procedures are in place for the reporting and managing of accidents.
- Ensuring effective health and safety procedures are in place, and that the appropriate safety measures are taken.
- Ensuring all necessary risk assessments have been undertaken.
- Ensuring that teaching standards are maintained and the effectiveness of the teaching of the subject is monitored.
- Liaising with the PE coordinator regarding the spending and impact of the PE and sport premium funding.
- Ensuring that the use of the PE and sport premium is effectively communicated to the governing board.

3.2. The PE coordinator is responsible for:

- The overall implementation of this policy.
- Liaising with staff members to develop an effective PE timetable.
- Producing a flexible and appropriate scheme of work.
- Supporting staff members in all aspects of the curriculum.
- Creating an action plan at the start of each school year, identifying any areas of improvement within the subject which need to be addressed.
- Maintaining and replacing equipment.

- Ensuring the areas of the premises used for PE lessons are safe and clear of obstructions or other hazards.
- Monitoring the teaching of PE at the school, ensuring that high standards are consistently maintained.
- Undertaking the necessary risk assessments.
- Ensuring that the details of any PE-related accidents are recorded, including the action taken and the health and safety procedures followed.
- Maintaining records relating to the teaching of PE, including lesson plans, accident logs and risk assessments.
- Attending any necessary training, in order to help inform future developments of the subject at the school.
- Keeping up-to-date with any changes in the subject area.
- Ensuring that the school provides extra-curricular opportunities to pupils, further developing the skills learnt during their PE lessons.
- Liaising with the SLT and other relevant staff members regarding the use of the PE and sport premium.
- Providing the headteacher with an annual summary report regarding the teaching of PE at the school.

3.3. PE teachers are responsible for:

- Acting in accordance with the school's Health and Safety Policy.
- Reporting accidents and other incidents in the school's Pupil Accident Log.
- Participating in any necessary training or CPD.
- Keeping up-to-date with changes within the subject area.
- Acting in accordance with the Staff Code of Conduct.
- Making informed decisions regarding whether the weather conditions are suitable for the planned lesson, and ensuring alternative appropriate arrangements are in place.
- Ensuring that privacy is given to pupils whilst they change for PE lessons.
- Providing an appropriate level of assistance, where necessary, to pupils changing for PE lessons.

3.4. Parents are responsible for:

- Providing their child with the necessary PE kit.
- Providing their child with appropriate footwear for PE classes.
- Ensuring that, where necessary, a doctor's note or similar evidence is provided when their child cannot participate in PE lessons.

3.5. Pupils are responsible for:

- Acting in accordance with the Pupil Code of Conduct at all times.
- Bringing their PE kit to school on the appropriate days.
- Notifying their teacher of any reason why they should not participate in PE lessons and providing appropriate evidence, where necessary.

#### **4. The early years foundation stage (EYFS)**

- 4.1. Physical development will be encouraged as an integral part of work for pupils in the EYFS, teaching them how to control their movements and become competent movers.
- 4.2. Pupils' fundamental movement skills are developed during the EYFS, laying a foundation for future PE lessons.
- 4.3. Particular areas of focus will include movement, balance and the use of PE equipment, including gymnastic apparatus, floor mats and sporting equipment, such as bats and balls.
- 4.4. Pupils' physical development will relate to the objectives of the early learning goals (ELGs), which are set out in the DfE's 'Statutory framework for the early years foundation stage', including:
  - Developing good control and coordination of large and small movements.
  - Moving confidently in a range of ways and negotiating space safely.
  - Handling equipment and resources effectively.
  - Developing an understanding of and talking about good health, including exercise and healthy diets.
  - Managing basic hygiene and personal needs successfully, including dressing and going to the toilet independently.
  - Playing cooperatively, taking turns with others.
  - Participating in new activities and verbally explaining why they like some activities more than others.
  - Independently choosing the resources they need for their chosen activities.
  - Working as part of a group and independently, understanding and following rules.
  - Demonstrating an ability to follow instructions involving several ideas or actions.
  - Counting reliably with numbers from 1 to 20, such as keeping score during sporting activities.
  - Demonstrating an understanding of measurements, such as the use of metres during races.
- 4.5. All pupils within the EYFS will be given the opportunity to undertake activities that provide appropriate physical challenge, both indoors and outdoors, whilst using a range of resources and equipment.
- 4.6. EYFS classes will have one formal PE lesson per week, however, every day there is physical activity planned into the daily curriculum including outdoor play, weather permitting, and 'Leap Into Life' which takes place in the school hall.
- 4.7. An EYFS profile will be completed for each pupil in the final term of the year in which they reach age five.

## **5. Curriculum**

5.1. During KS1, pupils will be taught to:

- Master basic movements, including running, jumping, throwing and catching, whilst developing their agility, balance and coordination, beginning to apply these in a range of activities.
- Participate in team games, developing simple tactics for attacking and defending.
- Perform dances using simple movement patterns.

5.2. During KS2, pupils will be taught to:

- Use running, jumping, throwing and catching in isolation and in combination.
- Play competitive games, modified where appropriate, and apply basic principles suitable for attacking and defending, for example, through netball, tag rugby, hockey and tennis.
- Develop flexibility, strength, technique, control and balance through activities such as gymnastics and athletics.
- Perform dances using a range of movement patterns.
- Participate in outdoor and adventurous activities, both individually and within a team.
- Compare their performances with their previous ones and demonstrate improvement to achieve their personal best.

5.3. In relation to swimming, pupils within KS2, will be taught to:

- Swim competently, confidently and proficiently over a distance of at least 25 metres.
- Use a range of strokes effectively, such as front crawl, backstroke and breaststroke.
- Perform safe self-rescue in different water-based situations.
- Additional top-up blocks are offered after Year 3 for pupils to achieve the National Curriculum standards for swimming.

## **6. Teaching and learning**

6.1. All lessons will be planned and taught in line with the scheme of work, ensuring that potential for pupils' progression is planned into the scheme of work. The school uses a range of schemes, primarily the Arena Scheme of Work, but dips into other schemes as appropriate.

6.2. Lessons and activities will build upon pupils' prior learning, developing their skills, knowledge and understanding within each activity area.

6.3. The school creates long-term, medium-term and short-term plans for delivery of the PE curriculum – these are as follows:

- Long-term: Includes the PE topics studied in each term during the key stage

- Medium-term: Includes the details of work studied each half term
  - Short-term: Includes the details of work studied during each lesson
- 6.4. The PE coordinator is responsible for reviewing and updating long-term and medium-term plans, and communicating these to teachers. In addition to this the PE coordinator currently teaches PE in all Key Stage 2 classes on a weekly basis.
  - 6.5. In Key Stage 1, the teachers (under the direction and guidance of the PE coordinator) are responsible for reviewing and updating short-term plans and building on the medium-term plans, taking into account pupils' needs and identifying the methods through which topics could be taught. In Key Stage 2, this is the responsibility of the PE coordinator.
  - 6.6. All relevant staff members are briefed on the school's planning procedures as part of their staff training.
  - 6.7. Where appropriate, a sports coach will lead the lesson or teach alongside the teacher. In addition to this the school also has a PE apprentice whose role is to support the delivery of PE lessons across all year groups.
  - 6.8. Pupils will be taught through a mixture of whole-class, group and individual activities, ensuring that tasks are suitable for pupils' abilities.
  - 6.9. Pupils will be encouraged to evaluate their own performance, as well as the performance of others.
  - 6.10. Pupils will be given the opportunity to both collaborate and compete with each other during lessons.
  - 6.11. The PE coordinator will act as the first point of contact for staff members planning PE lessons or sporting events.
  - 6.12. A variety of resources, including indoor and outdoor sporting equipment, will be used to provide a range of challenges for pupils.
  - 6.13. Staff members involved in the teaching of PE will have access to PE resources, including sporting equipment and specialist literature, at all times.
  - 6.14. Where a pupil is unable to participate in a lesson, the teacher will set them another related task, such as being a scorer or a points counter, photographer/videographer or equipment manager.

## **7. Assessment and reporting**

- 7.1. Pupils will be assessed through observations made during lessons.
- 7.2. Teachers will record the progress of pupils against the learning objectives for the lesson.
- 7.3. Throughout the year, teachers will plan on-going assessment opportunities in order to gauge whether pupils have achieved the key learning objectives.

- 7.4. Individuals' assessment information will be recorded to help pupils' future teachers plan appropriate work for them and assist in the assessment of pupils' progress each year.
- 7.5. Pupils will be assessed and attainment will be recorded using the school's tracking system – Insight Tracking.
- 7.6. Annual assessments of each pupil will be used to inform parents of their child's progress and attainment.
- 7.7. Parents will be provided with a written report about their child's progress during the Summer term every year. This will include information on pupils' attitudes towards PE, understanding of methods, investigatory skills and the knowledge levels they have achieved (Attainment, Effort and Progress grades are recorded).
- 7.8. Verbal reports will be provided at parents' evenings during the Autumn and Spring terms.
- 7.9. The progress of pupils with SEND will be monitored by the SENCO.
- 7.10. A record will be kept of when a pupil is unable to participate in a lesson, along with any evidence supplied. If this becomes a regular occurrence, a meeting will be set up between the teacher, the pupil and their parents.

## **8. Cross-curricular links**

- 8.1. Wherever possible, the PE curriculum will provide opportunities to establish links with other curriculum areas.

### **8.2. English**

- Pupils are encouraged to describe what they have done and to discuss how they might improve.

### **8.3. Mathematics**

- Pupils further develop their counting skills by keeping score during team games.
- Pupils are encouraged to measure and record what they do accurately, for instance, how far they can throw a ball.

### **8.4. PSHE**

- The benefits of exercise and healthy eating are explained to pupils.
- Pupils are encouraged to make informed choices about their lifestyle.
- The opportunity to act as team leader or part of a team is provided.
- Pupils' self-esteem is promoted.

### **8.5. Spiritual, moral, social and cultural development**

- Pupils learn to express their feelings in a healthy way.
- Team and group activities develop pupils' social skills and help them to cooperate with other people outside of their friendship group.
- Pupils are encouraged to respect other pupils' levels of ability.

## **9. Extra-curricular activities**

- 9.1. The school provides pupils with the opportunity to participate in a range of extra-curricular activities in order to further develop their skills.
- 9.2. Extra-curricular opportunities are provided to pupils with the aim of allowing them to put into practice the skills they have developed in lessons, as well as foster a sense of cooperation among pupils, whilst introducing a competitive element to team games.
- 9.3. There is an extensive range of PE-related extra-curricular activities for pupils to participate in outside of school hours including the following:
  - Athletics
  - Football
  - Netball
  - Dance
  - Skipping
  - Tag Rugby
  - Gymnastics
- 9.4. External sports coaches will lead activities and clubs, where appropriate for example; Plymouth Argyle Football, Cornwall Cricket Coaching, Plymouth Raiders Basketball.
- 9.5. At the beginning of each term, parents will be made aware of the extra-curricular activities on offer at the school via the school newsletter and website.
- 9.6. The school participates in regular sporting events against other schools – pupils and parents will be made aware of these fixtures with due notice.
- 9.7. Participation and success of extra-curricular events, such as sporting competitions, will be celebrated during assemblies and in the school's weekly newsletter.
- 9.8. All teaching staff will actively encourage pupils to be physically active outside of school.

## **10. PE kit and changing**

- 10.1. During PE lessons, pupils are expected to wear the following:
  - green shorts or black jogging bottoms
  - a gold polo shirt emblazoned with the school logo
  - a green school hoodie
  - trainers
- 10.2. During cold weather, pupils will be allowed to wear their school hoodies, or coats, as appropriate.
- 10.3. During swimming lessons, pupils are expected to wear the following:

- One piece bathing suit
- Swimming cap for pupils with long hair
- Goggles (optional)

- 10.4. Staff members will lead by example by wearing appropriate clothing when teaching PE, such as trainers and joggers.
- 10.5. All potentially dangerous jewellery, such as earrings, will be removed before PE lessons. Jewellery which cannot be removed will be taped over.
- 10.6. In relation to swimming lessons, if a child's jewellery cannot be removed, they will not be able to participate in the lesson.
- 10.7. All long hair is tied back for PE lessons.
- 10.8. Activities such as gymnastics and dance will be undertaken in bare feet.
- 10.9. The school will stock spare hair bands and PE kits for pupils who forget theirs.
- 10.10. In the event that a pupil repeatedly forgets their PE kit, a letter will be sent home.
- 10.11. Appropriate arrangements will be made should a pupil identify as transgender. Alternative provision, such as disabled toilet facilities, are also made available where necessary.

## **11. Behaviour**

- 11.1. Pupils will act in accordance with the school's Pupil Code of Conduct.
- 11.2. Pupils will be made aware of the expected behaviour for handling PE equipment and resources.
- 11.3. Pupils will be made aware of how misbehaving during PE lessons and using equipment in the incorrect manner can be dangerous.
- 11.4. During PE lessons, pupils are expected to act in the same manner as any other lesson, showing respect to staff members and other pupils.
- 11.5. Any pupils behaving in an inappropriate manner will be subject to the disciplinary measures outlined in the Behavioural Policy.
- 11.6. In the event of severe behaviour, such as purposely hurting another pupil, the offending pupil will be sent to the headteacher, and may be subject to the school's Exclusion Policy.
- 11.7. In the event of misbehaviour causing harm or serious disruption, the pupil's parents will be notified of the incident at the end of the school day.

## **12. Health and safety**

- 12.1. Pupils will be taught about physical-activity-related health and safety, as well as sport-specific safety, as part of the PE curriculum.
- 12.2. Pupils are encouraged to consider their own safety, as well as the safety of others, at all times.
- 12.3. First aid boxes will always be accessible during PE lessons.
- 12.4. All staff members involved in the teaching of PE will undergo basic health and safety training as part of their induction.
- 12.5. The PE coordinator is responsible for reporting any concerns to the school's health and safety officer.
- 12.6. In order to minimise risk during PE lessons, teachers will carry out informal risk assessments of every lesson planned.
- 12.7. All completed risk assessments will be given to the PE coordinator for authorisation; the headteacher will also be provided with a copy.
- 12.8. Where pupils will be attending an off-site sporting or PE-related event, the PE coordinator will be given the completed risk assessment for the event and ensure this is taken with the group.
- 12.9. Swimming lessons will always be taught by a specialist swimming teacher.
- 12.10. The PE coordinator will check the conditions and appropriateness of PE resources on a termly basis, restocking equipment as required.
- 12.11. Resources and equipment will be checked by staff members before use, with any faults or concerns reported to the PE coordinator as soon as possible.
- 12.12. Damage to PE equipment will be reported to the PE coordinator as soon as possible and, where the damage could cause injury, the equipment is immediately taken out of use.
- 12.13. Pupils will not have access to PE resources and sporting equipment unless appropriately supervised.
- 12.14. All PE equipment and resources will be safely stored, within a secure storage area, within the school hall, in the PE shed and in the store under the school building.
- 12.15. Pupils will be taught how to handle PE equipment and resources safely.
- 12.16. Pupils will help staff members to move and set up PE equipment.
- 12.17. In relation to swimming lessons or a lesson where bare feet are required, if a pupil has a verruca or wart, they must notify the staff member leading the lesson of this prior to the start of the lesson.

### **13. Reporting accidents**

- 13.1. Accidents will be reported in the Pupil Accident Log.
- 13.2. All accidents and near-misses will be recorded, in writing, in the Pupil Accident Log.
- 13.3. Staff members are responsible for identifying the cause of the accident and taking any necessary action in order to minimise the risk of an accident reoccurring.
- 13.4. Treatment to injuries will only be administered by staff members who are first aid trained.
- 13.5. Where required, further medical attention will be sought from the local doctors or hospital.
- 13.6. In the event that a pupil has an accident causing minor injury, such as a bruise or scrape, the school will notify the pupil's parents of the incident at the end of the school day.
- 13.7. In the event that a pupil has an accident causing potentially serious or major injury, such as a broken bone or concussion, the school will notify the pupil's parents immediately.

### **14. Equal opportunities**

- 14.1. Teaching staff will work closely with the PE coordinator to ensure that planned activities for lessons are accessible to all pupils, including pupils with SEND.
- 14.2. All lessons will meet the specific needs of individuals, as well as of groups of pupils, including those with SEND and those who have English as an additional language.
- 14.3. Teaching staff will liaise with the SENCO, where necessary, in order to meet the needs of pupils.
- 14.4. Pupils will not be grouped together based on gender, race or disability.

### **15. Monitoring and review**

- 15.1. This policy will be reviewed on an annual basis by the headteacher and PE coordinator, with any changes made to the policy being communicated to all teaching staff and the governing board.
- 15.2. The curriculum plan will be monitored and evaluated by the PE coordinator, including the planning, assessment and reporting arrangements in place.
- 15.3. The spending and impact of the PE and sport premium is monitored by the governing board.

## **Annex A: Coronavirus (COVID-19) Measures**

### **Statement of intent**

At Sir Robert Geffery's Primary School, we recognise the importance of providing a safe environment for our pupils, staff and community alike. This appendix outlines the school's approach to keeping staff and pupils safe in PE lessons during the coronavirus outbreak, and the procedures that the school has put in place to mitigate risks.

### **1. Legal framework**

15.4. This policy has due regard to legislation and guidance including, but not limited to, the following:

- DfE (2020) 'Guidance for full opening: schools'
- Department for Digital, Culture, Media and Sport (DCMS) (2020) 'Return to recreational team sport framework'

15.5. This policy will be implemented in conjunction with the following school policies, documents and procedures:

- Social Distancing Policy
- Infection Control Policy

### **2. Infection control measures**

2.1. The governing board will decide how to use any PE and sport premium funding that the school was unable to use as a result of the coronavirus outbreak during the 2019/2020 academic year.

2.2. The headteacher will ensure a PE Lesson Risk Assessment is carried out that incorporates coronavirus measures.

2.3. The PE coordinator will ensure that social distancing and infection control measures are in place at all times during PE lessons.

2.4. Instances of individuals displaying symptoms of coronavirus during PE lessons will be managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals will be sent home as soon as possible.

2.5. Resources that are shared between groups, e.g. tennis rackets, will be cleaned before they are used by a different group or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different groups.

2.6. Resources are permitted to be shared within a group. These resources will be cleaned regularly.

2.7. The site manager will create a cleaning schedule of PE areas that ensures cleaning is generally enhanced, and includes more frequent cleaning of rooms used by different groups and frequently touched surfaces being cleaned more often than usual.

- 2.8. Pupils will be kept in consistent groups for the purpose of PE lessons.
- 2.9. The PE changing rooms will be adjusted to allow for social distancing between pupils.
- 2.10. Staff will maintain a two-metre distance from each other and from pupils during lessons as much as possible. Where it is not possible, staff will avoid close face-to-face contact and minimise the time spent within one metre of anyone.
- 2.11. The headteacher will assess whether an activity where it is difficult for pupils to maintain social distancing takes place, and will implement mitigating actions against coronavirus if continuing the activity is essential.
- 2.12. Lessons will be held outdoors as much as possible, or alternatively in large indoor spaces with maximised natural ventilation flows.
- 2.13. The headteacher shall review the Uniform Policy in order to make alternative arrangements where necessary to protect pupils and staff against coronavirus, e.g. pupils can arrive at schools already in PE kit if they have a lesson that day.
- 2.14. The school will only provide team sports listed by the DCMS *here*.
- 2.15. The use of external facilities will be decided by the headteacher who ensures government guidance is always adhered to, including during travel to and from the facilities.
- 2.16. The school works with external coaches, clubs and organisation for curricular and extra-curricular activities only when the headteacher has assessed that it is safe to do so and considered how the arrangements will operate within the school's wider protective measures.

### **3. Monitoring and review**

- 3.1. This policy will be reviewed regularly to ensure it is up to date with any changes in government guidance by the headteacher and PE coordinator. Changes made to the policy will be communicated to all teaching staff and the governing board clearly and swiftly.
- 3.2. The curriculum plan will be monitored and evaluated by the PE coordinator, including the planning, assessment and reporting arrangements in place.