

the direct permission of a member of the PE Department. The correct footwear must be worn at all times, and neither food nor drink is allowed into or onto any of these facilities for health and safety reasons. Equipment must be your own unless you are taking part in a directed activity of the School, or if you have specific permission from a member of the PE Department.



“Twenty years from now you will be more disappointed by the things that you didn’t do than by the ones that you did do” - Mark Twain

Policy and Procedure Within The Department

In order for the Department to run smoothly in all aspects, it is important that it has a structure which follows certain policies and procedures. Most of these policies and procedures are set out by the School, but due to the very nature of the subject it is important that the department has its own set of policies and procedures to follow.

Curriculum: This is set by the Department in line with Government guidelines and National Curriculum. It is decided by the needs of the students, the specialist staff, and the facilities and resources we have.

Health and Safety: This is set by the department with guidelines from BAALPE – the British Association of Advisors and Lecturers in Physical Education. The department has strict guidelines on the use and practice of all facilities and equipment.

Assessment and Reporting: A new system based on National Curriculum attainment, but which provides a detailed profile of each student currently in Key Stage 3.

Kit: All students must bring and wear the correct kit. If they fail to bring the correct kit, this will be recorded and shown on their reports at the end of the year. Persistent forgetting of kit will result in us contacting the parents.

Notes: If a student is ill and cannot take part in a lesson then they may be excused with a letter from their parents informing the teacher in charge as to the reason for non participation. Should a student claim to be excused but not have a note, it will go down on record as having no kit. Any student suffering from a long term condition which make it impossible for them to participate in PE must bring a doctors' certificate clearly stating the reasons and detailing the length of time the student is likely to remain unable to participate. Should a student lose kit then an alternative can be worn, with a written explanation from the parents.

Contacting the PE Department: Should you wish to contact the PE Department staff for any reason then this must be through the main School Office with an appointment. We have had a number of parents contact the Principal and Heads of School directly in the past with regard issues directly relating to the PE Department. This procedure is not school policy. Initial contact must be through the member of staff concerned or the Head of Department. It is never appropriate for a parent to turn up in the middle of a lesson to discuss any matter at all.

After School Activities: Any student taking part in after school activities needs to contact the teacher leading the activity should they be unable to attend. Anyone who would like to contact the School with regard to after school activities must do so through the correct channels.

Teams: Should a student be selected for a school team, then it is the student's responsibility to attend all training sessions and events. Failure to do so could result in removal from the team. If a student is unable to take part in an event, due to illness or other reasons, then they must contact the school well in advance so that a replacement can be sought.

Sports Days and Swimming Galas: These take place on a regular basis and our aim is to involve all students. Time, weather, teacher involvement, and facilities are major factors which contribute to the successful management and running of such events. Feedback with regard to these events is discussed in detail between those staff involved.

Facility / Equipment Use: Any member of the School using the sports facilities must do so with