

PHYSICAL EDUCATION



Kettering Science Academy
Physical Education
Department Policy

Physical Education

Rationale

Physical Education develops pupils' physical competence, confidence and their ability to use these to perform in a range of activities. It promotes skilfulness, physical development and knowledge of the body in action. Physical Education provides opportunities for pupils to be creative, competitive, cooperative and face up to different challenges as individuals and in groups and teams. It promotes positive attitudes toward healthy and active lifestyles.

Pupils learn how to think in different ways to suit a wide variety of creative, competitive, cooperative and challenging activities. They learn how to plan, perform and evaluate actions, ideas and performances to improve their aptitudes, abilities, preferences and make choices about how to get involved in lifelong physical activity. Pupils at Kettering Science academy will develop leadership skills throughout all aspects of their PE.

At Kettering Science Academy we seek to provide a full, varied and interesting Physical Education curriculum which challenges, engages and excites staff and pupils alike. Physical Education is a vital part of the education experience to all pupils attending Kettering Science Academy

Aims

The aims and objectives of the Physical Education department relate directly to those of Kettering Science Academy as a whole:

- Achievement - All pupils at Kettering Science Academy are to make expected progress through years 7 to 11.
- Achievement - Access to sports clubs and enrichment activities allowing pupils to fulfil their potential and achieve success both personally and for the Academy.
- Collaboration - The Physical Education department will work closely with other areas of the Academy to enable the provision of outstanding PE lessons.
- Collaboration - Pupils will have opportunity to aid the Physical Education staff in delivery of lessons across the Academy as well as the running of sports events.
- Collaboration - Staff will work with subject staff from across the Academy and across the trust to enhance the opportunities in the PE department.
- Leadership - Leadership is encouraged throughout all aspects of Physical Education, leading small groups, whole lessons and sports teams is seen as an integral part of a pupils development.
- Leadership - An experienced team of Physical Education specialists that actively pursue opportunities to improve and keeping up to date with recent developments in the subject.
- Leadership - A team of teachers delivering good/outstanding lessons across all aspects of Physical Education.

In order to do this we aim to:

1. Stimulate and maintain pupil interest and enjoyment in PE and to promote health and fitness for current and future lifestyles.
2. Enable pupils to be familiar with a body of knowledge, principles and vocabulary to relate to PE.
 - a. To enable pupils to see PE as:
 - i. A major feature in our lives, related to employment, leisure and culture.
 - ii. Part of a wider body of knowledge and skills, EG interpersonal and problem-solving skills.

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- b. To enable pupils to:
 - i. Understand and use safe practice and to appreciate its importance in PE.
 - ii. Understand the short and long term effects of exercise on the body.
 - iii. Understand the role of exercise in a fit and healthy lifestyle.
3. Enable pupils to develop a range of desirable personal qualities such as safety, awareness, politeness, perseverance, concern for others, initiative and independence. The establishment of self-esteem through the development of physical confidence is a major aim for the Physical Education department.
4. Enable pupils to work independently and as part of a group or team in varied activities so as PE contributes to the development of core skills such as communication by speech.
5. Employ teaching methods and resources that will allow all pupils to have equal access to PE and to experience success and enjoyment in their PE work.
6. Develop awareness in pupils of the implications of sport and physical activity (past and present) for the individual and local, national and international communities.
7. Allow pupils to develop informed opinions and be able to support them in reasonable argument.
8. Give ALL pupils opportunity to access facilities and resources that they may not have access to outside of the Academy.
9. Keep up to date with developments in the field of PE, attending CPD courses enabling us to deliver the highest quality lessons in ALL areas of the subject.
10. Ensuring that all pupils are accurately graded and that progress is tracked regularly enabling pupils to achieve 3 full levels of progress over Key stage 3 and 4.

Objectives

These objectives relate directly to the aims for PE at Kettering Science Academy and are intended to show how the aims are put into practice.

1. Staff should provide a variety of experiences and activities during the course of study and during a PE lesson if possible and appropriate, for example:
 - a. Games
 - b. Gymnastics
 - c. Indoor and Outdoor activities
 - d. Individual and group activities
 - e. Problem Solving
 - f. Use of TALK
 - g. Listening and appraising.
 - h. Practising and refining skills
 - i. Using repetition in order to improve
2. The basic principles of the National Curriculum for Key stages 3 and 4 should be used as the basic core skills for the Schemes of Work. Rules, vocabulary and games skills such as attack, defence and fielding will be taught. Staff should encourage pupils to recall and apply their knowledge and skills in familiar and unfamiliar situations.
3. Staff should refer to work in other curriculum areas when appropriate:
 - a. Pupils should follow written and verbal instructions to the Academy policy.
 - b. Safety is further enhanced by emphasis on the following:
 - i. The need to wear correct clothes/equipment.
 - ii. The need to follow rules.

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- iii. How to lift, carry, move and place heavy equipment (trampolines, goal posts).
 - iv. The need for warm-up and recovery period when exercising.
 - v. General safety rules when engaged in Outdoor Education.
4. Lessons should be conducted in a secure, supportive and disciplined manner that demonstrates mutual respect. Pupils should learn the rules, etiquette, laws and codes for various activities. The department's schemes of work give lesson objectives, outcomes and suggested tasks for the lesson. Schemes of work are to be followed or edited if strayed from.
5. There should be opportunities for individual and/or group activities so as pupils can express their feelings verbally and learn how to work cooperatively as well as on their own.
6. Staff should encourage pupils to improve in a particular sport or skill over a period of time.
7. Staff should adhere to the School and/or Departmental reward systems in order to encourage pupils to achieve their full potential and experience a feeling of achievement.
8. Pupils should be encouraged to share their experiences/culture with others in order to enhance the quality of learning and to develop socially and inclusively.
9. Staff should not attempt to spend inequitable amounts of time with any one pupil or groups of pupils/gender group etc. However, staff often spend considerable amounts of their own time helping individual pupils.
10. Staff should attempt to show the enjoyment and benefits that PE and Sport have given us. This can be done by carefully phrased comments and well-chosen resources.
11. During lessons, staff will attempt to allow opportunities at various times for group discussion. At these times we can listen to each other's views and hopefully reflect upon them, particularly on health and fitness issues.

Health and Safety Policy

Introduction

The effective management of safety for Kettering Science Academy has four main components:

1. Risk Assessment and planning before a lesson. All staff are expected to assess potential risks before and during any practical PE lesson. Risk assessments to be kept up to date by LHA. Concerns to be reported to LHA immediately.
2. Organisation of routines during and between lessons to include:
 - a. The use of appropriate kit.
 - b. Checking PE areas are free from sharp objects and broken glass.
 - c. Location of safety equipment.
 - d. Reporting accidents. All treated injuries to be recorded on accident forms. (included in pack).
3. Control to include:
 - a. Where to find safety information.
 - b. Regular safety checks (all staff responsible for this. It is expected that this is done during lessons as an on-going process)
4. Monitoring and Review - including procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general. (all reporting must go through the Head of Department)

Risk Assessment and Planning Before A Lesson

All department staff are required to familiarise themselves with the Health and Safety policies of the school and department. Every activity should be assessed for risk, including the carrying of equipment. We attempt to balance the desire

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to minimise risk with the need practical activity. Risk assessments are carried out in accordance with the school's Health and Safety policy and with reference to BAALPE's Safe Practice in Physical Education guidelines.

Before a lesson starts staff should:

1. Have procured any necessary safety equipment and undertaken any specific safety measures.
2. Know how and when to use any particular facilities and equipment.
3. Have identified the quantity and condition of the equipment to be used by pupils.

In identifying risk staff should:

1. Identify hazards.
2. Identify cause and effect.
3. Examine working methods.
4. Investigate safety literature for advice.
5. Remove hazards where possible.

In case of emergency staff should:

1. Be familiar with evacuation procedures in case of fire or other emergency.
2. Know the location of, and when and how to use, fire fighting equipment.
3. Know the location and identity of members of staff trained in First Aid.

Control

Teachers should be aware of:

1. Where to find information.
2. School Health and Safety policy and where to find it.
3. The procedures for reporting accidents, particularly those that constitute an emergency.
4. The school's behaviour and discipline policies.

Other

1. PE Equipment is annually checked by appropriate agencies.
2. Periodic safety checks of PE equipment are carried out by members of staff EG trampolining equipment is checked before a unit of work commences.
3. Several members of staff are First Aid qualified:
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Inclusion

Kettering Science Academy is committed to inclusion. The PE Department reflects this commitment and will do its utmost to include all pupils regardless of gender, colour, religion, ability or disability in accordance with the whole-school inclusion policy. However Physical Education is by definition active, and some of the activities in PE have attached risks, there are occasions where inclusion is not appropriate for the safety and enjoyment of all participants. This is most likely to be the case when the behaviour of individuals is in question. In this instance staff are referred to guidance offered in BAALPE's Safe Practice in Physical Education.

Inclusion will be implemented as follows:

- Standard activities and expectations as planned.
- Adapted activities and expectations in line with individual pupils'.
- Different activities planned in line with individual pupils' needs.

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Inclusion issues will be considered and acted upon in consultation with parents, children, the school's senior management team and having sort guidance from BAALPE and the school's Inclusion policy.

The right to play

All pupils at Kettering Science Academy have the right to participate in physical activity. Staff must ensure that , regardless of ability, gender or disability, pupils have access to a full and varied experience of Physical Education during their time in the Academy. All staff are expected to follow the notion that;

- 1- Sport is for everyone
- 2- Sport has a purpose
- 3- Everyone has the right to learn

4- Enrichment Activities

Introduction

As a member of the Physical Education department in Kettering Science Academy, it is pivotal that we strive to be the best we can be, and to increase the success that we enjoy through our sports teams. The Physical Education department is often the face of the Academy in the local community. We will strive to enhance the Academy's growing reputation through behaviour, attitude and outcome on a sports field. It is therefore, imperative, that pupils representing the Academy in sports fixtures, do so with an impeccable attitude as well as being dressed in the appropriate sportswear.

On top of competitive fixtures, our co-curricular sessions are a valuable part of a pupil's daily experience in the Academy. It is vital that we continue the teaching and learning that takes place throughout the Academy day and reinforce this during co-curricular activities. We will provide a wide range of activities throughout the academic year allowing opportunity for all to be active.

Co-curricular activities generally take place across the academy on a Tuesday, Wednesday and Thursday evening. It is vital that this continues and that if a member of staff cannot attend their enrichment activity they get another member of staff to cover. Where a co-curricular activity cannot be covered pupils and parents should be made aware as soon as possible. Our aim is to be consistent with the delivery of enrichment activities and prevent these from being cancelled.

LHA is responsible for the organisation and publication of enrichment activities.

As of the 2017/18 academic year, sports ties will be available for pupils who embody the spirit of sport and physical education at Kettering Science academy. Ties will presented twice a year.

Cross Curricular Links

Links

The importance of Physical Education in Kettering Science Academy can not be underestimated. Staff within the department will teach across other areas of the Academy either in lesson times or through enrichment, delivering their knowledge and linking other subjects to Physical Education. This allows pupils to form links between Physical Education and the subjects that they attend on a day to day basis. The Physical Education department is also supported by members of staff from differing areas of the Academy, delivering enrichment activities and leading sports teams.

It is important that pupils can see the links between subjects can adapt and apply new ideas to lessons across the Academy and continue to be taught elements of other subjects throughout their experience of Physical Education in Kettering Science Academy.

1. Science
 - a. Health and Fitness.
 - b. Drugs and Abuse.
 - c. Anatomy and Physiology
2. Maths
 - a. Speed.
 - b. Distance.
 - c. Time.
 - d. Measuring.
 - e. Recording.
 - f. Handling Data.
3. English
 - a. Speaking and Listening.
 - b. Subject-specific vocabulary.
4. Geography
 - a. Map-reading. (through residential visits)
5. Music
 - a. Rhythm.
 - b. Tempo.
6. ICT
 - a. Use of stop watches.
 - b. Use of digital camera and digital video.
 - c. Use of spreadsheets for recording and interpreting data.
 - d. Use of the internet.
7. Food preparation
 - a. Nutrition
 - b. diet

Assessment and Marking

Sport

All pupils participating in Physical Education At Kettering Science Academy will be assessed using the BWT assessment criteria;

1 - at the end of each unit of work through formal assessment measured against set level descriptors. 2 - at each Academy progress check (4 times each academic year)

Sports - pupils will be graded for each individual sport based on the AQA GCSE PE criteria. This grade will be reported home.

Knowledge and leadership - pupils will receive a grade based on a new strand focused on theory knowledge and their leadership abilities.

All Physical Education staff will report home to parents at each Academy progress check. Here staff will use the departments set method of grading pupils to report a single grade home. It is expected, across the academy, that pupils make a minimum of 3 full national curriculum levels of progress between year 7 to 11. This is to be shown through accurate grading during each progress check.

Theory

GCSE PE

All GCSE theory books are to be marked once every 3 weeks using the department marking guidelines.

Cambridge National

All folders and books to be marked once every 3 weeks using the department marking guidelines.

All books MUST be marked on time and be made available when called for work scrutiny. Books can be called for at any time by LHA or the leadership team.

Books will be marked using a purple pen and the correct purple marking form.

DIRT tasks will be completed in green pen.

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Policy for PE Kit

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PE Kit

Pupils are expected to bring their own kit to each physical education lesson. The agreed PE kit is listed below:

Boys	Girls
Black polo shirt with academy logo	Black Polo shirt with academy logo
Black rugby top with academy logo	Black leggings
Black shorts	Black shorts/skort
Purple socks/white or black sports socks	Purple socks/black or white sports socks
Black tracksuit with academy logo	Black tracksuit with academy logo
Additional course wear	Additional course wear
Clean trainers	Clean trainers
Black Academy fleece	Black academy fleece

All kit must be supplied by Kettering Science Academy and its suppliers. On occasion where kit is lost or a pupil outgrows kit, they may wear their own clothing until new kit has arrived.

Pupils on exam course in year 10/11 and 6th form, will have opportunity to purchase additional kit, personalising their experience and our courses. This will be done through Academy suppliers.

When pupils are taking part in off-site activities they are expected to wear the appropriate clothing in accordance with the sport and facility. Teachers will provide guidance where necessary.

Pupils are expected to bring PE kit to **every** lesson. If a pupil is unfit to participate in a PE lesson they are still expected to bring and change into PE kit. Pupils are expected to bring a note from their parent/guardian when not fully participating in PE and this will allow them to participate in an appropriate role, be it as coach, scorer, umpire/referee or through peer evaluation. The only occasions on which pupils will be excused participation in lessons are situations which physically stop pupils from changing or where participation may be detrimental to their health.

The policy for pupils non participation is as follows;

1 - if a pupil fails to bring kit for PE (whether they participate or not) they will receive a phone call home on the same day. The phone call will be to explain the dept policy and future sanctions should they fail to participate in PE.

2 - If pupils forget kit a second time they will be issued with a 20 minute faculty detention to be set for the following Monday. A phone call or text message will go home to explain the reason and give the date of the detention. LHA will set a rota for detention duty for faculty detentions.

3 - If pupils fail to bring kit for a third time (within 2 weeks of the above), they will be issued with a 30 minute middle leaders detention and be placed on faculty report. A phone call or text message will go home explaining the reasons.

4 - if pupils forget kit whilst on faculty report then a meeting with parents will be held. The member of staff responsible for the pupil will arrange the meeting for a convenient time and request LHA attendance if needed. Parents will be informed of the next steps should a new faculty report be failed.

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If pupils non participation persists beyond part 4, pupils will be passed on to the department vice principle and head of year as the member of SLT responsible for PE.

Failure to attend a learning catch up will result in an hour learning catch up with the HOD. This must be arranged through the class teacher with the HOD being informed. This will then become an issue for the HOD to deal with and any further action will be discussed with the class teacher.

Pupils' notes will be retained for the duration of that term. At the end of a term, all notes are to be disposed of appropriately (shredded).

Registers of Attendance

Registers of attendance should be completed for the each lesson with all absences and late being recorded for office use. Class teachers are expected to award a learning catch up for pupils who are significantly late for lessons.

A register for all enrichment, clubs and fixtures MUST be taken and passed on to reception before the start of the enrichment club.

General

Security

Members of staff are responsible for safety and security of the sports buildings and facilities. Facilities should be checked at the beginning of each session of use to ensure that the floor surface is clean and free of any hazardous materials or equipment. Any issues should be immediately reported to the HOD either in conversation or through Email.

Once staff have checked that pupils are outside the buildings, the areas should be left locked when not in use and lights turned out.

Pupils are not to enter the PE storage areas or office unless specifically invited to do so by a member of staff, and never without supervision.

Members of staff are responsible for the safety, well-being and conduct of all the students listed on their registers for the whole time they have been allocated to them for lessons. Students excused from participation due to illness or injury must remain under the supervision of a member of staff at all times. Unless directed from a member of SMT or an agreement with parents and HOH, no pupil should be allowed to leave the PE department to work in other areas.

Valuables

Pupils are expected to leave valuables at home. If they bring them to school, they should be left in their lockers. However, when pupils attend with jewellery, phones and MP3 players, it is expected that we offer them a safe storage place during lesson times. Staff are to offer to lock away valuables in the changing area, allowing pupils who so wish, to store their valuables away from their bags. Pupils who choose not to take up this offer will be responsible for any loss or damage that their valuables may suffer during the lesson. However, if the member of staff does not offer to secure valuables during lessons, they will become responsible for any loss or damage and will be answerable to the HOD and parents.

If pupils wish to purchase their own padlocks for lockers in the changing area they may. However, they must not leave the lockers locked as other groups wish to use them. Any lockers left locked at the end of the day will have the padlock cut off.

There is a strict no mobile phone policy in the department. Pupils must not bring phones in to lessons, unless instructed to by a teacher as use on the speakers in the fitness suite. Any mobile phone seen by a member of staff is to be confiscated and handed in at reception at the earliest convenience. Pupils working in the fitness suite may use MP3 players as long as these are used with headphones.

Bad Weather Contingencies and cover work

Use of the outdoor facilities will be based on the member of staff's professional judgement. If deemed unsuitable for the class being taught then it must not be used. On these occasions, indoor spaces will be utilised to their maximum, providing pupils with games and fitness opportunities. Pupils wearing incorrect kit may force a member of staff to change plan on particularly cold or wet days. Again, this will be on the member of staff's professional judgement.

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If it is known that a member of staff is going to be absent from work, it is expected that said member of staff provides full cover work for their group following the Academies cover work policy. Each member of staff has a pack with cover work in. It is expected that staff add to these packs to personalise them and increase the resources available.

Facilities

Sports hall

Kettering Science Academy is lucky to have access to a Sport England standard, 4 court sports hall. This is marked out for badminton, basketball, netball and volleyball. There are 8 basketball hoops, 3 sets for half court basketball and 1 set for full court competitive fixtures. There are removable sections of flooring for netball and volleyball posts to be fixed in to the ground as well as a double cricket net which extends the length of the sports hall (full flooring is stored in the sports hall store).

There is access to a store in the sports hall, of which pupils will only be allowed access to under supervision from the class teacher. Staff are to ensure this area is kept tidy and check on entering the sports hall. If the store is untidy, it is to be reported to the HOD immediately and preferably with photographic evidence.

Pupil working in the sports hall will be expected to be in full indoor PE kit. All footwear must be clear (no visible mud that will drop off) and non-marking. On occasion, pupils may be asked to be bare foot in the sports hall.

Fitness suite

The Physical Education department is privileged to have access to this facility and the high quality equipment inside. It is vitally important that, before use, any member of staff or pupil in Kettering Science Academy, will go through a full induction. Only members of staff in the Physical Education department will be able to supervise pupils in this facility and under NO CIRCUMSTANCES are pupils to be allowed unsupervised access to this area.

Full indoor PE kit is expected to be worn. Pupils without suitable footwear are to be limited in what they may use during this session.

Within the fitness suite, there is access to yoga mats for sit ups/press ups and also boxercise equipment. These activities are to be done on the floor directly outside the room and all pupils must remain within the teachers vision. Pupils should not be wandering off around the corner to work. These activities are at the teachers discretion and are not mandatory.

When filling in the induction forms, pupils are to be taken through the set rules of the fitness suite. Any breakage of these rules will result in a ban from using any equipment in this area.

As with the sports hall, any noticeable damage, dirt or breakage is to be reported immediately to the HOD preferably with photographic evidence.

Dance studio

This area is for use only in dance, zumba, aerobics and boxercise activities. Pupils are expected to be in full indoor PE kit and NOT wearing trainers/shoes. Socks will be at teachers discretion. Under NO CIRCUMSTANCES is anything heavy or sharp to be taken in to this area as it will result in damage to the floor. Any noticeable damage is to be reported to the HOD immediately with photographic evidence where possible.

All weather surfaces

The 3G, astroturf and hardcourt surfaces are to be used at the teachers discretion. There is signage around the fences giving clear instruction to the appropriate use of the facilities;

- No food
- Clean footwear
- No climbing on fence
- No bikes
- No dragging heavy equipment across the surfaces
- No metal studs or spikes

Pupils breaking these rules will be banned from use in lessons and banned from community use.

Sports Field

When accessing the sports field, the class teacher must escort the whole class across Deeble road. The teacher must ensure that no pupils are wearing football boots on route. Pupils must wear trainers or shoes to cross the road and change in to boots once on the field. Pupils should NOT be crossing with bare feet or just in socks. All gates are to be locked when leaving the Academy to cross the road and the sports field gate may or may not be locked whilst in use (teachers discretion).

Use of this facility is based on the class teachers judgement. If the surface is deemed unsuitable then it is not to be used. The class teacher is responsible for checking the surface before the lesson to ensure it is free from debris, excrement, surface water and ice.

Behaviour

General behaviour

The PE department prides itself on behaviour management. However any issues with behaviour must follow the following routines and those that the academy has set out with its behaviour guidelines;

Remind - pupils will be offered a reminder as to appropriate behaviour in lessons that allows all students to make progress and learn.

Removal - Pupils who continue to disrupt the learning of others after having been offered a reminder will be removed from the lesson and escorted to the removal room. A member of the SSO team will be alerted and the student collected. If across the road, the walkie talkie must be used to contact reception to inform the SSO of an issue.

Kit - pupils who fail to bring PE kit but borrow will be issued a 10 minute detention by the class teacher. If kit is repeatedly forgotten then a 30 minute faculty detention will be issued for a Monday night.

Pupils who fail to bring kit and refuse to borrow will be removed from lesson immediately and parents will be informed. A 30 minute faculty detention will be issued for a Monday night.

Changing rooms

Pupils are to remain in the changing rooms until the whole group is ready and changed for the lesson. The member of staff remains in the changing area until the changing rooms are empty. All changing rooms are locked after the last pupils has left. During lessons the changing rooms must remain locked. No pupils should be allowed access unattended during lesson time. Staff must not leave the PE wing before their class has left the changing rooms.

Homework

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All homework is to be logged on the Academies chosen system (show my homework). It is an expectation that at KS4 and 5, homework is set weekly.

- Pupils who do not complete homework will be subject to the same behaviour routines as above.

Representing the Academy

Pupils wishing to represent the academy in sporting fixtures will demonstrate positive behaviour in PE lessons and towards the subject.

Careers

As part of the new OFSTED framework we will be introducing careers weeks to the PE curriculum. These will be done once a term and delivered across key stages 3, 4 and 5 where possible. This will involve lesson activities both at practical level and theory level.

As a faculty we will strive to focus on sports scientist, sports nutritionist, paramedic, personal trainer, sports psychologist, sports development officer and sports analyst.

Attached

- 1 - First aid form
- 2 - Purple marking sheet