

## PE Department Policies

Notes to excuse pupils from lessons are to be written by their parent/carer in their child's contact book and this is then given to their PE teacher at the start of the lesson.

The PE member of staff uses their discretion in accepting the note's validity. If the member of staff does believe the note to be genuine they must adhere to it. Put simply if the parent is asking for their son or daughter to be excused you must excuse them.

Injured/unwell students will be required to remain with the class, which may involve them being outside. In these circumstances it is good practice to allow the student to wear a coat.

Parents must provide an updated note that is written in the pupil's planner for each lesson that their child wishes to be excused.

If a pupil is unable to participate in a PE lesson for more than two weeks then parents must provide their child's PE teacher with a doctor's note.

Students are not permitted to use aerosol deodorant in the changing rooms, we advise to bring in roll-on.

In all situations pupils must bring their full PE kit along with their note in their planner so that they can participate in either coaching, analysis of performance or umpiring/refereeing.

When a pupil forgets to bring a note in their planner or fails to bring the correct PE kit, students will be issued with a detention.

The PE Department will lend the pupil PE kit to wear should they forget to bring their own kit. The pupils must wear the PE kit they are provided with.

Pupils are asked by their PE teacher to write the sports they are participating in for each half term in their planner. There is a separate printed page in the planner where pupils and parents can refer to that outlines the PE kit needed for each sport.

To allow pupils to have extra warmth when participating in outdoor PE lessons, parents are able to purchase a hoodie, base layer and navy blue tracksuit trousers. The tracksuit trousers can only be worn during the months of January and February when the weather is typically coldest.

In the event a pupil receives three minus house points they will be put on PE Subject Report for two weeks in which time the pupil must not receive two crosses on their report otherwise they will be put onto Subject Leader Report. They will also receive a PE subject detention.

While on Subject Leader report; should a pupil receive a cross against one of their targets, this will activate an after school detention. Should the student receive two crosses over the duration of the Subject Leader Report then the student will fail the report and parents will be invited into school for a meeting with the Subject teacher and Subject Leader to discuss the situation and implement further intervention.

No jewellery is permitted to be worn during any PE lessons. All earrings must be removed and they must not be left in with tape over them.

It is the responsibility of the pupils to hand in their valuables to their respective PE teacher at the start of the lesson & collect them at the end of the lesson. If the pupil fails to hand their valuables to their class teacher then they do so at their own risk and it is not the responsibility of the PE Department.

Pupils are expected to take 5 minutes to get changed, if they exceed this time they will be sanctioned. Staff do not need to stand in the changing rooms but should be proactive in monitoring student behaviour.

The lesson starts from the changing rooms and therefore pupils should be quiet and settled before they start (in time for the register) and when they are dismissed.

## **Procedures for after school clubs and fixtures**

Staff must have read the Health and safety policy prior to any fixtures and adhere to the guidance within.

The member of staff responsible for leading on each sport must send reception a fixture list prior to any taking place, this is an important aspect of our safeguarding procedure.

Students are to inform their parents/carers of all clubs and fixtures which they are planning to attend, in addition all clubs and fixtures will be posted on the school website.

After school clubs run from the end of the school day until 4:25pm, for away fixtures students will be brought back to school unless agreed otherwise with the parent/carer, the estimated time of return is posted on the school website, after which time the safeguarding responsibility for the students passes to the parents/carers. It is the parents'/carers' responsibility to arrange suitable transport home from clubs and fixtures, do note this includes times when trains/buses may be cancelled.

For any student who participates in after school clubs and fixtures (particularly rugby and hockey) it is recommended that both the student and parent completes the online course on concussion <https://www.englandrugby.com/participation/playing/headcase>.