

## Active Lives Survey for Children and Young People School Checklist – Autumn Term 2019

This checklist is designed to guide you through preparation and administration of this survey in your school.

Date	Next Steps	Step Notes	Done
<b>As soon as possible</b>	1. Contact <a href="#">Rik Grover</a> to arrange a phone call or meeting.	<ul style="list-style-type: none"> <li>If you have more than 1 class in a selected year group, please use the selection grid <a href="#">here</a> to help select the classes to survey.</li> <li>To receive a full school report at the end of the survey, <b>you must have at least 30 responses per question.</b></li> <li>If you wish to survey more classes to receive a more comprehensive report, you can ask WASP for additional links.</li> </ul>	
	2. View <a href="http://www.wiltssport.org/schools-new/active-lives-survey-schools">www.wiltssport.org/schools-new/active-lives-survey-schools</a> to access the 4-Step Guide and letter templates.		
	3. Identify one class to survey per selected year group.		
	4. Identify any colleagues who may need to administer the survey and/or assist those classes.		
	5. Identify one teacher to complete the teacher survey.	<ul style="list-style-type: none"> <li>In most cases this is the PE Leader. It takes 15-20 minutes.</li> </ul>	
	6. Schedule a date or dates to conduct the survey <i>before</i> the <b>20<sup>th</sup> December 2019.</b>	<ul style="list-style-type: none"> <li><b>URL links for the survey are only accessible for <u>one</u> term.</b></li> <li>Classes can complete the survey on different days and times.</li> </ul>	
<b>Prior to survey</b>	7. Invite colleagues to preview the questionnaires <a href="#">here</a>	<ul style="list-style-type: none"> <li>Practice survey links for staff are available <a href="#">here</a></li> </ul>	
	8. Inform parents/carers about the survey using the letter templates <a href="#">here</a>	<ul style="list-style-type: none"> <li>Sport England recommend that Headteachers inform families about participation in the survey.</li> </ul>	
	9. Book a computer suite, laptops or tablets to complete the survey.	<ul style="list-style-type: none"> <li>The survey simply needs access to the internet. It's compatible with all computers, laptops and tablets.</li> </ul>	
	10. Check that the survey domain <a href="http://*.ipposinteractive.com">*. ipposinteractive.com</a> has been whitelisted by the school.	<ul style="list-style-type: none"> <li>The domain is not a web address, so unfortunately you cannot check it.</li> </ul>	
	11. Check WASP has sent through your URLs.	<ul style="list-style-type: none"> <li>Check that the URLs work but please <b>do not</b> proceed beyond the first screen as any answers you select will be recorded.</li> </ul>	
	<b>Primary Schools Only:</b> 12. Send Year 1&2 parents their survey URL – <i>ideally by adding to the letter you send in step 8.</i>	<ul style="list-style-type: none"> <li>The parent survey <b>only</b> applies to Year 1&amp;2 parents and the total number responding <b>will influence</b> the total number of equipment credits that a school is eligible for.</li> <li><b>More parents = more credits = more equipment for school!</b></li> </ul>	

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<b>At point of survey</b>	13. Download the pupil/teacher survey information sheets, from <a href="#">here</a> .	<ul style="list-style-type: none"> <li>• Staff may wish to familiarise themselves with the survey information beforehand.</li> <li>• Pupil information can be issued at the point of survey.</li> </ul>	
<b>Between now and 13<sup>th</sup> Dec 2019</b>	14. Administer the class and teacher surveys with their separate URLs. 15. Record numbers of children who choose to ‘opt out’ of the survey in each class.	<ul style="list-style-type: none"> <li>• How to survey the children is up to the school - for example: <ul style="list-style-type: none"> <li>○ Small groups on rotation, on different days/times.</li> <li>○ Whole classes, at the same time.</li> <li>○ Younger children can be supported by older children/siblings/TA’s/parents.</li> </ul> </li> </ul>	
<b>Post survey</b>	16. Inform WASP of your survey completion date. 17. Wait to hear from *ESPO, a well-established supplier of goods to schools. 18. Place your equipment order directly with ESPO.	<ul style="list-style-type: none"> <li>• Your contact at WASP is Rik Grover – <i>contact details below</i>.</li> <li>• *The Eastern Shires Purchasing Organisation (ESPO) equipment guide is in the downloads section of the Active Dorset website.</li> <li>• Follow information in the brochure to place 1 x 10 credit or 2 x 5 credits items from the brochure.</li> </ul>	
<b>Next term</b>	Sport England will send you a report summarising your school’s results at the end of the following term.	<ul style="list-style-type: none"> <li>• Report examples are available to view or download from <a href="#">here</a>.</li> </ul>	
<b>Thoughts</b>	Any feedback on the process of participating in the survey is very welcome.	<ul style="list-style-type: none"> <li>• WASP can share those thoughts with Sport England and other schools locally.</li> </ul>	

Thank you very much in advance for taking the time to complete this survey. We hope it is both informative and useful for you. If you use your initial report as a baseline, and you would like to ‘opt in’ every year (or on a regular basis) to monitor progress, WASP will be happy to arrange this for you. ‘Opt-in’ surveys can include every child in the school, from Year 1-11. Sport England will provide you with a school report on each occasion, for free.

*Rik Grover*

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