

School Sport Survey 2015

Toolkit Briefing Note

Overview

Congratulations on qualifying for a School Sport Survey report.

The report can be used as evidence of your pupils' wellbeing and as such is broken down by the four Estyn wellbeing outcomes. It also provides the basis for using the opinions of your own pupils to enhance your activities under these indicators.

The School Sport Survey toolkit has been designed to support developments in wellbeing initiatives; offering a number of resources to help plan new activities, suggest possible methods for implementation and to keep pupils engaged in the process.

Developed with the support of a number of local authority partners, the toolkit has been tried and tested within both primary and secondary schools.

'Estyn encourages schools to use the school sport survey toolkit to improve wellbeing initiatives.'

Contents of toolkit

The toolkit includes:

- An action plan
- A poster
- Case studies

All of which are available via the School Sport Survey webpage.

Action Plan

The action plan resource offers a template which can be used to identify:

- which improvements are most needed
- where good things are already in place, and,
- what other factors must be taken into consideration when looking at making things even better.

It helps staff to prioritise activities going forward and offers a template for documenting progress. This resource works particularly well when used with school councils and young ambassadors, giving a shared and agreed focus for all going forward.

The action plan follows the same format as the report, allowing results to be easily pulled across from report to plan under the four wellbeing indicators. It offers the option of easy reporting on progress against these indicators.

It may also be helpful to note that the headline results under the four wellbeing indicators are used by the Welsh Government on the My Local School website, again allowing easy reporting on progress against these areas.

Action Plan Step by Step

1. **Who to involve** – action planning is great when pupils remain involved in the process. Use with a school council or your young ambassadors (supervision may be required). The format of the report also allows for progress against Estyn and My Local School indicators to be given to Heads and Governors if required.
2. **Your details** – make this your own and add in your school name, local authority (LA) and main contact details. This will help if you're going to get support from your LA or want to look at cluster options (see case studies for options and advice on this). Add in a date to keep track of your progress.
3. **Summary of Evidence** – you'll find these results on page two of your report. You'll be able to see which results support which of the four wellbeing indicators here. If you had a 2013 report you can also add these results in to show progress – you can find this in your report appendix.
4. **Where are we now and what can we improve?** – Your report will show three or four results under each of the four wellbeing indicators. Aim to pick at least one result under each of these four headings to look into further. It could be that you choose the headline result from the top section of the report or look into something specific about one of the other results (for example you could choose to look at a specific age group, gender or minority group under a specific result).

- a. **Positive findings & why do you think you perform well?** – What result are you most proud of under this heading? Why do you think things are working well here? It could be that this learning could help improve other areas.
 - b. **What else do we know?** – What other factors in your school could have influence over the results under each of the wellbeing indicators. This may help you prioritise which results you're going to look at improving, or provide assistance in doing this.
 - c. **Areas of development and key targets** - what results would you like to improve most under this area? It may be sensible to focus on just one or two at a time. There may also need to be a lot of discussion around this before a decision is made. Try and reflect on the things that are in the first three columns to help with any decision. Set a key target for improving the result – remember it could be that it's focussed on the whole school or on improving things amongst a particular group.
5. **Plan** – use this section as a working document to set out and note progress against your targets. Revisit the plan on a regular basis and when a target is achieved why not look at adding another.
- a. **Prioritised area to improve** – expand on your key target here. Set out any benchmarks you will be looking to hit on your way to achieving the target
 - b. **Current %** - what is your current result?
 - c. **Target %** - what do you want to achieve? Be realistic here – use the national, local authority and free school meal average as a guide and talk to other schools in your area about their ambitions
 - d. **What will we do** – this is where you can add in your planned actions for achieving the target. You may want to summarise them in the plan but have another document providing more detail about each.
 - e. **Timescale** – when do you want to achieve your new target by?
 - f. **Who** - assign names to targets - if it's a group effort maybe have one person as a lead for providing updates and progress checks

- g. **Progress** - aim to give regular progress so you can spot early anything which may be going wrong. Check if your Heads or Governors would like progress updates.
- h. **2017 Results** – add in your 2017 results for evaluation.

Action Planning Cycle

The School Sport Survey comes around every two years; it can therefore work well to build an action plan around a two year cycle. Your local authority may have a system to support this, so it's worth talking to them at the beginning of any planning process.

Remember to build in plenty of opportunity to review and check progress against your plan – it might help to build these into the school's overall monitoring and reporting system.

Below is a suggestion of how a two year cycle could look.



Poster

You should be proud of the fact that you are taking part in the School Sport Survey and using the results to make things even better at your school. Use the poster to let everyone at the school know that you've taken part in the survey and what your plans are for making things even better.

The poster has a number of blanks which you can fill out with the correct information for your school. Don't forget to update things as you start to see good things happen.

This could be something for a school council to take responsibility of.

Case Studies

If you're looking for a little inspiration take a look at the case study section of the webpage. Here we've tried to capture how others have gone about using results, what's been hard, how they've overcome difficulties and what's worked well.

Themes include:

- Setting up a School Council
- How to set up cluster planning
- The value of partnerships between schools and local authorities
- Talking with different stakeholders

If there is something which isn't covered but you want some advice, please contact your Local Authority lead, or the Sport Wales School Sport Survey Team.

Likewise if you think that your experience could help others please let us know, we'd love to share your story.

Where to go for more information

Your Local Authority will have a School Sport Survey lead who will be able to support you in using the survey results to make improvements.

The Sport Wales School Sport Survey team are also here to help. To contact us please email schoolsportsurvey@sportwales.org.uk