

School Sport Survey

2015

Easy Read Action Plan
Step-by-Step Guide

Easy Read Action Plan

Step by Step Guide

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

- Which improvements are most needed to improve sport and physical activity provision?
- Where good things are already in place
- What other factors must be taken into consideration when looking at making things even better.

The Easy-read document has been developed to allow children with learning difficulties to more easily offer their feedback and input; encouraging them to remain involved in processes to make improvements.

It is suggested that the plan is used as an aid for involving pupils in discussions around improving school sport. It is advised that these discussions and any consequent planning are led by a teacher or staff member.

It is also suggested that one individual (probably a teacher or assistant) take responsibility for filling out a form on behalf of a group. This way discussions and support can be given to pupils in coming up with answers and feedback. Other supporting resources that have worked well alongside the action plan include PowerPoint with ideas, pictures to start discussion around ideas and sentence starters for each of the sections.

Links to the school report

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.

1. **Who to involve** – action planning is great when pupils remain involved in the process. Use with a school council or pull together a group to look at this as a project. 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 and main contact details. Add in a date to keep track of your progress.

3. **Hooked on Sport Score** – you'll find these results on page two of your report. 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. **The 4 wellbeing indicator headings** – the remainder of the action plan now falls under the 4 headings aligned to the Estyn Wellbeing indicators:
 - a. Keeping healthy and safe (Attitudes to keeping healthy and safe)
 - b. Taking part and having fun (Participation and enjoyment in learning)
 - c. Taking part in the community and having fun (Community involvement and decision making)
 - d. Having the skills to join in with others (Social and life skills)

The same set of questions are then asked under each of these headings. You'll find the stats that you are asked for under each of the correlating headings in your school report.

5. **What did the survey say we do well?** – What results came out well in your survey? Try to stick to results that are shown under the specific heading you are looking at.
6. **Why do you think we do these things well?** – Have you put specific effort into these things, are or they more suited to your pupils? Understanding why they are working well could help you improve in other areas.
7. **What things do we need to do better?** – What results didn't come out as well as you would have liked? Again try and stick to results under the specific heading. Is there anything that may not be included in the survey which is relevant here?
8. **What is the most important thing that we should do better?** – From the list you have made in the box above, which thing do you want to focus efforts on the most? If you complete this quickly you can always come back and pick another.
9. **How can the school make this happen?** – A brainstorm may work well here initially, followed by agreement on which method to take forward.
10. **Who should be in charge of doing this?** – It's always helpful to assign tasks to people. It may be a group that looks after different parts of a plan.
11. **When should it be done** – Pop some deadlines in to allow you to monitor progress
12. **What is the results** – Fill this section out when you receive your 2017 results.