



PE Faculty

Key Information

Policies and Procedure

The information included in this document is to make students and parents aware of the policies and procedures in PE Lessons.

Kit Policy

- All students are expected to arrive to PE lessons with all of the correct and appropriate kit. This includes; navy shorts, navy polo shirt, navy long sleeve top (cold weather lessons), navy socks, correct footwear (trainers/studs).
- If a student forgets their kit, or any part of their kit, they will be provided with clean school PE kit and are expected to wear the kit and take full part in the lesson. Refusal to wear the kit will result in the relevant school sanction.
- In addition to having to borrow kit, students will be issued with a sanction (see below). Sanctions will be collated during each new school term.
- If a student forgets their kit on two or more occasions in the same school term, they will be issued with a lunchtime detention. Every subsequent time when kit is forgotten will result in a lunchtime detention.

Illness and Injury

- In the UK, Physical Education is compulsory in schools until the age of 16.
- If your son/daughter has an illness or injury and they are well enough to be in school, then they are assumed to be well enough to participate in PE lessons that day.
- If you deem that your son/daughter needs to be excused from PE due to illness or injury then they should bring a note to their PE teacher in their planner that explains the reason for this. This must be signed and dated.
- If a student is practically excused from PE they are still required to bring the appropriate kit. They will be expected to change for the lesson as normal.
- There may be limitations to what your son/daughter can achieve in that lesson and what role they may adopt. However it is down to the professional skills of their PE teacher to give them differentiated tasks to guarantee a form of participation to maintain their progress. There are many facets to modern PE and there are endless activities you son/daughter can perform with various ailments.
- If a student is to be excused from PE for any period lasting longer than 2 weeks then a copy of a Doctor's note or Hospital Note will be needed for our records or your son/daughter will be required to take part in practical lessons.
- In cases where we have received a Doctor's or Hospital note about a student's long term injury or illness that means they must be excused from PE, it may be appropriate for us to make alternative arrangements for that student during times where they would normally have PE.

Jewellery and Piercings

- No jewellery or items of body piercing may be worn for PE. They must be removed. Taping is not an option and should not be done by a parent, child or adult in school.
- Parents have a responsibility to ensure their children clearly understand that studs must be removed for PE; we advise they are left at home on these days.
- Students who have new piercings that are permitted by school policy still need to remove these for PE lessons. If students are unable to remove these they must speak to the Director of Sport/Head of PE.
- Staff will give a verbal reminder to students to remove any visible or non-visible items of body piercing. Adults in school will not make checks for body piercing other than those that are clearly visible.
- Students who refuse to remove any piercings will not take part in the lesson and be sanctioned.

- Studs must be stored by the student. Staff cannot store them as it presents a health and safety risk
- Watches also must be removed for PE, even fitness watches. These can be stored by the PE staff.
- Even if a parent has sent a letter of absolution or an indemnity form to give their permission for jewellery to be worn, this is not legal and it is still not permitted.
- Any spectacles worn in PE lessons must be shatterproof.
- Students who wear hearing aids may need to wear these for PE lessons. However if it is unnecessary these should be removed for safety reasons.
- If a student has to wear a medical bracelet, for health and safety reasons, this should be covered by a Velcro medical band or sweatband and then secured with adhesive tape. If possible the bracelet should be removed and handed to a member of staff.
- Long hair must be tied back during PE lessons. This is to prevent entanglement and obstruction of visions. PE staff will provide elastic bands if a hair band is not used or available.

Valuables

- The Bury Sports Trust (County Upper Campus) does not accept responsibility for loss or damage to any valuables brought into school.
- During PE lessons changing rooms will remain unlocked. Students may need access to these for a variety of reasons; medication, toilets, music lessons etc.
- If a student chooses to bring valuable items into school they should arrange a safe storage of their valuables at times when they have PE i.e student lockers.
- Should students decide to bring their valuables to PE lessons, they must use the boxes provided for valuables which are securely locked away.
- The PE faculty does not accept responsibility for loss or damage to any valuable items which are not handed in.

Changing for PE Lessons

- Specialist changing facilities are available for all students taking part in PE. These are separate for males and females.
- There is no statutory requirement for young people to be supervised at all times in changing rooms. PE staff may supervise changing rooms in order to safeguard young people and/or satisfy health and safety considerations. Supervision will always be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.
- Students will always be able to locate a member of staff in immediate proximity to the changing rooms.
- Students should change as quickly and as safely as possible.
- Students should never leave the changing rooms in any state of undress. In the event of an emergency staff will give clear instruction to all students.
- Students should respect the personal space of other students using the changing rooms. This includes not making unnecessary physical contact with other students.
- Changing rooms are furnished with free standing benches and hooks/pegs. Inappropriate or dangerous behaviour could result in serious injury and will be sanctioned accordingly.
- Aerosol deodorants must not be used inside the changing rooms. Roll on deodorants are recommended.
- The use of electronic devices with any form of photographic or recording capability is strictly prohibited in the changing room for safeguarding reasons.
- There is no eating allowed in the changing rooms or shower areas. Only water is acceptable in the changing rooms; no juice or fizzy drinks.

Lost Property

- All items of students kit and uniform should be clearly labelled with the students name.
- Any items left in the changing rooms at the end of the school day will be sorted. All named items will be returned to the individuals. Unnamed items of school uniform will be placed in lost property at the front office. Unnamed items of PE kit will be stored in the PE office.
- If items of PE lost property are left unclaimed for longer than 1 school term they will be disposed of.
- The PE faculty does not accept responsibility for loss or damage of any items left behind in the changing rooms.