



Print out a blank Planning Process template to support your own project planning

Identify target group of year 7 students, recruitment process and competition intent

Ideas from the pilot
Identifying students

- Struggling to form friendships
- Finding the workload and organisation challenging
- Having few/no peers from primary school
- Arriving after the start of the school year
- Having low confidence
- With SEND

Identify and engage with potential project stakeholders

Ideas from the pilot

- Transition managers
- SENCO
- Pastoral staff
- PE staff
- Teaching assistants
- Heads of year 7
- Form tutors
- Class teachers
- Sports leaders

At all times consider...

The School Games Principles of Competition
Read more here.

Themes of Competition
Read more here.

Approaches to Competition
e.g.

- Spirit scoring
- Self refereeing
- Skills stations
- Use of music
- Power plays

- Recruitment process**
- Invites
 - Letters home
 - Face to face
- Select competition intent/purpose**
1. Changes in friendship group environment
 2. Getting used to a new environment
 3. Adapting to a new workload

Select sports and sports-themed activities

Speak to students about activities that will engage them.
Refer to the case studies in this toolkit for ideas.

Select appropriate time of day to suit target students, location and duration

Time of day

- Before school
- Registration time
- Tutor time
- Lunchtime
- After school
- Enrichment time

Location

- School hall
- School gym
- Outdoor
- Other

Duration

- One-off competition
- Series of festivals
- Weekly for half term
- Full term
- 1 day collapsed timetable

Consider the most suitable delivery team

- Student sports leaders
- School Games Crew
- Pastoral team
- SENCO
- Transition manager
- Head of year
- PE staff

Evidencing impact.
Gather qualitative data using competition intent to inform consultation

Pre and post surveys via:

- Paper questionnaire
- Online survey
- Face to face conversations
- Comments box
- Graffiti wall

Consider consultees:
• i.e. participants and relevant stakeholders

Repeat
at mid-point or end depending upon length of project

Collate
to provide evaluation of impact

DECIDE UPON BASELINE DATA COLLECTION AND METHODS OF MONITORING FROM THE START

The Toolkit

Planning Process Guide



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Possible Target Students

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Themes of Competition

Recruitment process

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 - Getting used to a new environment
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