

St Katherine's School PE Faculty

Key Information

Policies and Procedures



The information below is to make students and parents aware of policies and procedures in PE lessons.

Kit Policy

- All students are expected to arrive to every lesson with all of the items of compulsory kit they need for that lesson.
- If a student arrives to a lesson having forgotten their kit then they will be given clean school PE kit to wear and will be expected to take part in the lesson as normal. Refusal to wear this kit will result in the relevant school sanction.
- In addition to having to borrow kit, students who forget their kit will be issued with a sanction (see below). Sanctions will be collated during each new school term.
- On the first occasion each term the student will be issued with a C1 warning (kit mark).
- If a student forgets their kit on two or more occasions in the same school term they will be issued with a C4 lunchtime detention (Lack of PE kit – 2nd occasion). After receiving a C1 warning a C4 lunchtime detention will be issued for every subsequent occasion a student forgets their kit in the same term.

Illness and Injury

- In the UK, Physical Education (PE) 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 any PE lesson they have on 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. The note must be signed and dated.
- If a student is to be practically excused from PE they must bring in all their PE kit and expect to change as normal for the lesson.
- There may be limitations to what your son/daughter can achieve in that lesson and what role they may adopt, but it is down to the professional skills of their PE teacher to give them differentiated tasks to guarantee a form of participation and maintain their progress. There are many facets to modern PE and there are endless activities your 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 note 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 new piercings for a period of time then they should speak with the Head of Faculty.
- Staff will give a verbal reminder to students to remove any visible or invisible items of body piercing. Adults in school will not make checks for body piercing other than that which is normally visible.
- A student who refuses to remove studs will not be allowed to participate in PE and will be sanctioned.
- Studs need to be stored by the student. A member of staff will not store them as this could present a health and safety risk.
- Watches should also be removed for PE. These can be safely stored by a member of staff in the changing room office.
- 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 the wearing of jewellery in PE will still not be allowed.
- Any spectacles worn during PE lessons should be shatterproof.
- Students who wear hearing aids may also need to wear these for PE in order to participate. If a student can participate in PE safely without wearing his / her spectacles or hearing aids then they should do so.
- If a student has to wear a medical bracelet, for health and safety reasons, this should be covered by a Velcro medical band or a sweatband and then secured by adhesive tape during PE. If possible, the bracelet should be removed and handed to the member of staff in charge of the group for that lesson (this will highlight that the student has a medical need).
- Long hair will need to be tied back during PE lessons. This is to prevent entanglement and obstruction to vision. PE staff will provide students with elastic bands to use if they cannot provide their own hair tie.

Valuables

- As stated in the Uniform and Equipment policy, St Katherine's School does not accept responsibility for loss or damage to any valuables brought into school.
- During PE lessons changing rooms will remain unlocked. This is for healthy and safety reasons. Students may need immediate and unsupervised access to changing facilities for a variety of reasons i.e. medication, toilets, music lessons etc.
- If students choose to bring valuable items into school then they should arrange the safe storage of their valuables at times when they have PE i.e. student lockers.
- The PE faculty will provide storage for valuable items at the start of the lesson. Items will be locked in a separate staff changing area for the duration of the lesson. Items may be deposited by students at the start of the lesson and then collected by students at the end of the lesson.
- Should students decide to store their valuables in PE it is their responsibility to deposit and collect their own valuables at the appropriate time.
- Students who choose to use this facility should be aware that the PE faculty does not accept responsibility for loss or damage to any valuables. This includes valuables deposited and locked in PE storage.

Changing for PE Lessons

- Specialist changing facilities are available for all students taking part in PE. These are separate for males and females. In addition to the school Behaviour Policy the points below are relevant for students using changing rooms at St Katherine's School.
- 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 safely as possible at the start and end of PE lessons.
- Students should never leave the changing rooms in a state of undress. In the case of emergency i.e. fire the member of staff responsible at the time 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 in the changing rooms and will be sanctioned accordingly.
- Aerosol deodorants must not be used inside the changing rooms. Roll on deodorants are recommended. This will minimise the risk of the fire alarm being triggered and maintain air quality for those who suffer with respiratory conditions i.e. asthma.
- The use of electronic devices with any form of photographic or recording capability is strictly prohibited in the changing rooms for safeguarding reasons.
- There is to be no eating at all in the changing rooms or shower areas. Only water is acceptable in the changing rooms; no juice or fizzy drinks are allowed.

Lost Property

- As stated in the Uniform and Equipment policy all items of uniform should be clearly labelled with the student's name. This includes PE kit.
- Any items left in the changing rooms at the end of the school day will be sorted. All named items will be returned to individual students. Unnamed items of school uniform will be taken to lost property at Student Support. Unnamed items of PE kit will be locked in PE.
- 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 to any items left behind in the changing rooms.