



Guide for schools: survey for parents of Years 1-2 children

Active Lives Children and
Young People Survey 2020/21

What does this guide cover?

- This guide is for primary and infant schools with a Year 1 and/or Year 2 class selected to take part in the Active Lives Children and Young People survey.
- In previous years the classroom based survey with pupils has been really successful with high completion rates. However, the survey with parents of children in years 1-2 has been less well completed.
- **Sport England would like as many parents as possible to take part in the survey.** This guide is provided to help schools administer the survey and encourage response from parents. It covers:

Why we want parents to take part

(pages 3-4)

How parents take part and what we need the school to do

(pages 5-8)

Documentation and templates

(pages 9-10)



Why do parents need to take part as well as pupils?



Testing has shown that children in years 1-2 struggle to provide detailed information about the sports and activities they have participated in.

Therefore we would like **parents of children in selected year 1 and/or 2 classes to complete an online survey** to provide this information about their child.

Parents can complete the survey on a smartphone, tablet, laptop or computer – **it's easy and should only take 10 minutes to complete.**

How will parents completing the survey help?

Vouchers for the school

- The school will receive **£10 in vouchers** to spend on equipment from ESPO for **every parent** that takes part*



Report for the school

- Data collected will be used to create a **report** about the activity levels of pupils at your school



Sport England investment

- Data collected will help Sport England **invest in opportunities** for children and young people to take part in and benefit from sport and physical activities

*Note: vouchers are not provided to schools/classes who have opted into the survey

What does the school need to do? Step 1

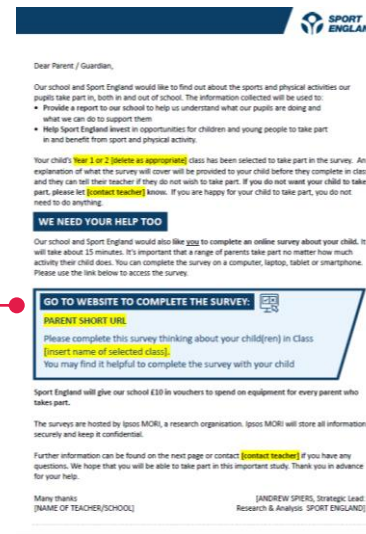
Step 1: Send out letter invitations to parents

What should we send?

- A letter template has been provided which can be sent as an attachment in a variety of ways (see pages 7 and 9)
- You will need to edit the text highlighted in yellow in the letter. If it has not already been added by your AP please add the short URL (ideally as a hyperlink)
- Once edited, convert the document to PDF, if possible

When should we send it?

- It is important the letter is sent out **before their child does the year 1-2 survey in class** because it also describes the child survey and offers the parent the option to opt their child out of doing the survey



What does the school need to do? Step 2

Step 2: Encourage as many parents as possible to take part

- We would like you to send out an **e-postcard reminder** about the survey around 1 to 2 weeks after the initial letter has been sent
- The e-postcard can be sent via email, your school messaging app or WhatsApp message
- If possible, promote the survey in other ways (more on page 8)
- Your Active Partnership will be able to update you on how many parents have completed the survey
- Parents need to complete their surveys by the end of this term

Survey about activities your child takes part in

We wrote to you explaining that:

- Your child has been invited to complete a survey on physical activity
- We need parents to take part in the survey as well

Completing the survey will help us:

- Understand the activities our pupils are doing and support them to be active
- Earn new sports equipment for the school



If you have already completed the survey **thank you**. If not, the survey can be found here:





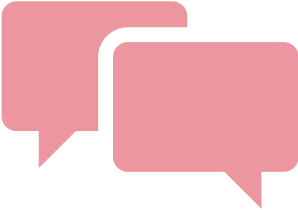
[\[INSERT PARENT SHORT URL\]](#)

Please could you do it as soon as possible – by the end of term at the latest.

For any questions please refer to the original letter or contact your class teacher.

Sending out invitation letters

It is important the invitation letter is sent to parents because it contains the full details of the parent and child survey. There are a number of ways you can send it:

				
<p>1. Email</p> <ul style="list-style-type: none"> • Attach edited letter template (ref: 2a) to email • A suggested covering email text (ref: 2e) has also been provided 	<p>2. School messaging app</p> <ul style="list-style-type: none"> • Send edited letter template (ref: 2a) through your school messaging app 	<p>3. WhatsApp</p> <ul style="list-style-type: none"> • Send edited letter template (ref: 2a) through WhatsApp in addition to another method such as email or message app 	<p>4. Paper letter</p> <p>Print the letter and post it/send it home with the selected child</p> <p>Template provided (ref: 2a)</p>	<p>5. Text message</p> <ul style="list-style-type: none"> • Send a text message in addition to the invitation letter • A template (ref: 2c) has been provided

Promoting the survey: tips from other schools

Events with parents

- Other schools have encouraged parents to take part by promoting the survey at an event with parents: such as **sports days**, **coffee mornings** and **parents' evening**

Complete survey at the event

- You may also want to suggest to parents they can complete the survey **at the event** e.g. on their mobile or a school tablet or computer

Displaying a poster

- A **poster template** has been provided for you print out (A3 size). It could be displayed near the door of the selected classroom, on a parent noticeboard or at a parent event

Restrictions

- Due to current restrictions parents may not be able to come on to school premises and these options may be more suited to when restrictions are lifted



Documents and templates: key documents

All templates can be found here: https://www.sportengland.org/know-your-audience/data/active-lives?section=information_for_schools

These are the key documents for inviting parents to take part and sending reminders

Reference no.	Document	Purpose / details	How distributed
2a	Invitation letter template	<ul style="list-style-type: none">• Includes survey URL and explains background• Offers the parent the option to opt their child out of the child survey• FAQs are provided and an online link to the privacy notice	<ul style="list-style-type: none">• Sent as an attachment via email, your school messaging app, or WhatsApp message• Can also be printed and sent in the post; if printing please also print and send the privacy notice (ref: 3a) along with the letter
2d	E-postcard	<ul style="list-style-type: none">• To be sent 1-2 weeks after the initial survey invite.	<ul style="list-style-type: none">• Sent as an attachment to an email, on your school messaging app or WhatsApp message
2e	Covering message template	<ul style="list-style-type: none">• Suggested text to accompany the letter invitation/ e-postcard when sent via email	<ul style="list-style-type: none">• Email. Can also be used on your school message app, if required

Documents and templates: additional documents

These are additional documents that need to be used depending on circumstances

Reference number	Document	Details	How distributed
2c	Text message template	Can be sent out in addition to the letter	Text message
2f	Poster	Same design as the e-postcard but in a larger format (A3) which can be printed out.	To be displayed in places where parents are likely to see it e.g. near the door of the selected classroom, on a parent noticeboard, at coffee mornings, sports day, parents' evening or any other event that parents of year 1-2 pupils attend.
3a	Privacy notice	Describes how data are collected and used	Only needs to be shared if the main invitation letter is being sent out on paper.
5d	Parent questionnaire summary	Summarises what is in the questionnaire	Can be shared with parents who query what questions are in the survey. No need to send to all parents, only those who request it.