**Active Lives Children and Young People survey**

**Completing the survey – information for parents of primary pupils**

You will have received a letter explaining that your child’s class or tutor group has been randomly selected to complete the survey. This document outlines how your child can access and complete the survey from home and important information to know before completing the survey.

Please note that the survey is voluntary so your child can opt-out of the questionnaire.

**Information to tell your child before accessing the survey**

Please tell your child the following information to ensure they are fully informed before taking part:

* The pupils in your child’s class have been asked by Sport England to complete an important survey called the Active Lives survey about the activity they do. Children can choose not to take part if they wish.
* The survey will take about 20 minutes to complete.
* There are no right or wrong answers. Sport England wants to know how much activity people do, whether it is a little or a lot.
* Some questions have a ‘prefer not to say’ option. Children do not need to answer these questions. This includes questions about ethnicity and disability as well as questions about things they have at home.
* You can help your child with reading and understanding the questions but not with answers.
* We understand that at the moment it may not be possible for your child to do all the sport and physical activity that they normally do but we would still really like to know what they have done and how they are feeling at the moment.

Please ensure that your child is aware that they do not have to show their answers to anyone else but can ask for help with the survey if they need it.

A separate information sheet has been sent to you for your child to read. Please show this to them to allow them to have all the necessary information before completing.

**Accessing the survey**

The survey can be completed on a laptop, desktop computer, tablet or smartphone that has access to the internet. However, we recommend that the survey is completed on a computer or tablet when possible.

**Please click on the following URL which will take you to the survey:**

[Class teacher – enter URL for year 3-6 here]

Once you have reached the introductory page, please hand the survey over to your child to complete.

The survey will need to be completed in one sitting. This is because if your child stops part way through the questionnaire, the answers they have given will be submitted but they will not be able to return to the survey. If your child really has to stop part way through, they can return to the survey if they keep their browser open on the page, but it is best if they complete it in one go.

At the end of the survey their answers will be automatically submitted. Children should just continue until they get to the final thank you screen.

**What if my child can’t access the URLs?**

There is a helpline email to help you deal with any issues your child may have with completing the survey. Please email activeliveschild.help@ipsos.com if you have any issues. Please let them know what your query is and what help your child needs – you do not need to give your or your child’s name.

The questionnaire has been designed to be age appropriate. The questionnaire for pupils in year 3-6 starts with a picture of children doing activities. If your child’s questionnaire does not start with this image, please contact the helpline to check you have the right URL.

**What should I do if my child accidentally closes the survey part way through?**

If your child is close to the beginning of the survey, they can just enter the URL and start again.

If your child has completed the grid questions about which activities they have done in the last 7 days, or has already spent more than 10 minutes on the survey then their answers will have been submitted and they should not start again.

You can also email the helpline for help with any issues of this kind.