**Active Lives Children and Young People survey**

**Completing the survey – information for parents of Year 1-2 pupils**

You will have received a letter explaining that your child’s class has been randomly selected to complete the survey. There is also a parent survey for the parents of Year 1-2 pupils to complete. This document outlines how your child and you can access and complete the survey and outlines important information to know before completing the survey.

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

**Important information to read before accessing the survey**

Please read the following information and tell your child to ensure that you and your child 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 and parents 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. You do not need to answer these questions. This includes questions about ethnicity and disability.
* 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. There is also a letter for parents with more information about the survey.

**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.

You are being provided with two separate links – one for your child to complete their survey and one for your parent survey.

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

[Class teacher – enter Year 1-2 questionnaire URL here]

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

[Class teacher – enter parent questionnaire URL here]

Your child will need to complete the survey 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.

With the parent questionnaire, you will have the option to enter an email address to send a unique link to so that you can return to the questionnaire at another time if you do not want to complete it in one sitting.

At the end of the survey, your answers will be automatically submitted. You should just continue until you get to the final thank you screen.

**What if I can’t access the URLs?**

There is a helpline email to help you deal with any issues you or 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 you need – you do not need to give your name, your child’s name or any other information.

The survey is designed to be age appropriate. The questionnaire for year 1-2 is simple and starts with a picture of a monster and bird. The questionnaire for parents has no images and asks about your child. If the URL you have been sent does not seem appropriate for you or your child and you think you may have the wrong one, please contact the helpline.

**What should I do if the survey accidentally gets closed part way through?**

If you are close to the beginning of the survey, you can just enter the URL and start again.

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

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