



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

Active Lives Children and
Young People Survey 2021/22

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 5-7)

**Materials available to
help schools**

(page 8)



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 **credits worth ~£10** 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: credits 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?

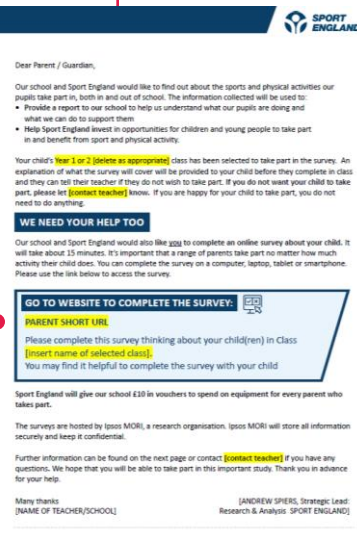
- A [letter template](#) is available.
- If you choose to use it, you will need to edit the text highlighted in yellow and add the short URL (ideally as a hyperlink)
- Once edited, convert the document to PDF, if possible

When should we send it?

- It is important that the letter is sent out **before their child does their survey in class** as it describes the child survey and offers the parent the option to opt their child out of doing the survey.

How can we send it?

- [Email](#)
- [Text message / WhatsApp message / school messaging app](#)
- Paper letter



What does the school need to do? Step 2

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

- Consider sending out an [e-postcard reminder](#) about the survey around 1 to 2 weeks after the initial letter has been sent.
- This can be sent via email, your school messaging app or WhatsApp message.
- If possible, promote the survey in other ways (see page 7 for ideas).
- Your Active Partnership will be able to update you on how many parents have completed the survey.
- Parents have until the end of the term allocated to complete their surveys.

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.

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' evenings.**

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 smartphone, school tablet or computer.

Displaying a poster

- A [poster template](#) has been provided for you to 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 Covid-19, there may be restrictions affecting parents coming on to school premises.




Materials to help you

Here is a reminder of some materials that may help you:

- **Templates:**

Ctrl + click to
be taken to
the materials

-  [Parent letter](#) – first letter to let parents know about the survey. Includes FAQs and the chance for parents to opt their child out if they wish.
 - [Email message](#) – sample email to send parents with the letter and/or e-postcard
 - [Text / WhatsApp message](#) – sample text / WhatsApp message to send parents
 - [Reminder e-postcard](#) – easy way to remind parents to take part
 - [A3 poster](#) – larger version of the e-postcard to display
- **Other helpful materials:**
 - [Parent questionnaire summary](#) – if you or parents would like to see the content of the parent questionnaire
 - [Privacy policy](#) – describes how the data are collected and used