

Active Lives: A step by step guide to the survey



herts
sports
partnership



1 Identify classes and a teacher

When your school appears on the upcoming term's list that is issued to the Herts Sports Partnership by Sport England, you will receive an email from Shelley Woods asking you to take part in the Active Lives survey. Your school will be asked to survey pupils from three year groups, and one teacher. In the case of primary schools, parents can take part too.

3 Send letters and complete the survey

We'll send you a parental consent template, please obtain permission from parents before completing the survey. The survey should be completed during the school day, and should take no longer than 20 minutes. Pupils can complete it in small groups over several days rather than the whole class on one day if this is easier for the school.



Questions or feedback?

Please contact **Shelley Woods** at the Herts Sports Partnership on s.woods4@herts.ac.uk or 01707 285887

2 Choose a date

Once you have agreed to take part, the school should decide what date/s they will conduct the surveys on and let Shelley know. **You can only complete the survey during your allotted term.** Shelley will send out bespoke links for the three class groups, the lead teacher, and any parents who wish to complete the survey to use.

4 Return your BACS form

When everything is completed, you can send your BACS form to Sport England to arrange payment. Please address it to:

Madeleine May,
Sport England,
21 Bloomsbury St,
London WC1B 3HF