

11 Top Tips for Awesome Impact Reporting on your PE and Sport Premium Spending

Schools receiving the PE and Sport Premium must publish information about their use of the premium on their school website by 4th April 2018. For a lot of schools, this falls during the Easter Holidays so you'll need to get in ahead of the deadline to avoid missing it.

Word on the street is that in addition to forming part of an Ofsted inspection focus, there will also be a sampling review or "audit" of schools nationally which will scrutinise whether schools have complied with these conditions.

Taking all of that into account it is well worth making sure your impact reporting is top notch. Read on for 11 Totally Runnable Top Tips to help you do just that;

- 1. Get ahead of the game** – the earlier you can review your school's particular needs in terms of spending the better in terms of planning both your spending and how you will show the impact it has had.
- 2. Revisit the information schools are actually required to publish** – lots of schools are not including everything they should be. Check off each element as you include them in your report to make sure you don't miss anything.

According to the [government guidelines](#), schools must publish;

- The amount of the premium received
 - A full breakdown of how it has been spent or will be spent
 - What impact the school has seen on pupils' PE and sport participation and attainment
 - How the improvements will be sustainable in the future
 - How many pupils within their Year 6 cohort can do each of the following;
 - Swim competently, confidently and proficiently over a distance of at least 25 metres
 - Use a range of strokes effectively
 - Perform safe self-rescue in different water-based situations
- 3. Make sure you cover all 5 Key Performance Indicators** – you should expect to see, and be able to show, improvement across;
 - The engagement of all pupils in regular physical activity (guidelines recommend that children aged 5-18 engage in at least 60 minutes of physical activity a day, of which 30 minutes should be in school)
 - The profile of PE and sport is raised across the school as a tool for whole-school improvement
 - Increasing confidence, knowledge and skills of all staff in teaching PE and sport
 - Broader experience of a range of sports and activities offered to all pupils
 - Increased participation in competitive sport
 - 4. Think about PE, sport and physical activity as separate, but connected, elements of focus** – this will allow you to identify a broad spread of impact which hopefully links in nicely with the new Key Performance Indicators and allows you to demonstrate broad impact across the key areas for improvement.

5. **Use a RAG rating** – rating your aims, and your spending plans with a “Red, Amber Green” rating is a really clear way of demonstrating not only that you have thought about your priorities, but that you have spent time assessing how each need or action has progressed.
6. **Don't just say what you did, say why** – this can link in nicely with your earlier review on the key aims for your school's spending. For example, if you have identified a need in the school to get more children more active during the school day, tying in with the Chief Medical Officer's guidelines for 30 minutes of physical activity at school every day, and you plan to introduce the daily mile and build a bespoke daily mile track, say all of those things. Identify the focus or each item of spending as well as identifying the actions involved which will get you there.
7. **Don't just say what and why, say how each item of spending will be sustainable** – the requirement is for spending to bring sustainable impact. Any impact report showing the school's intentions for how each element of spending will bring sustainable improvement for the school will show that you have thought carefully about spending and (hopefully!) spent your funding wisely.
8. **Use qualitative and quantitative information** – don't just say “more children attended after school clubs” – say how many more, how many of those were in groups you were targeting eg SEND, PP or specific genders, what percentage of the whole year group that might be, or what percentage increase it shows from previous years. Include quotes from staff or children which show the impact you are talking about.
9. **Include interesting or informative appendices** – don't be afraid to get creative – if you have photographs showing the impact you are discussing in your report then make sure these are included as an appendix. You could do the same for quotes about particular projects from pupils, staff or parents. Take a survey or review your stats on things like participation and make sure you include your findings as extra evidence of your PE and sport impact.
10. **Don't forget to include things you have accessed for free** – school games events or free sessions can have as much impact on the KPIs as paid initiatives, and allow you to focus on spending your premium more effectively, so they are always worth including in your reporting.
11. **Use a template** – what better way to make sure you include everything you need to than by using an approved template. AfPE and the Youth Sport Trust have, helpfully, prepared an approved template which can be downloaded in pdf or word format [here](#). For more guidance on awesome reporting AfPE has also produced an Example Support Document which you can check out [here](#).

Totally Runable is a social enterprise company based in Yorkshire. We provide support to schools and multi academy trusts in PE, sport and physical activity, as well as specific support building confidence of girls and female school staff in sport, exercise and life. If we can help, get in touch at beinspired@totallyrunable.com. For more info check out our website at www.totallyrunable.com.

