



## **School Sport Partnership Overview**

Following the announcement of the Primary PE and Sport Grant, your School has entered into a 2 year agreement with the West Lancashire School Sport Partnership between September 2013 and August 2015.

Your new service will include delivery of PE and School Sport on a weekly basis in your School by a School Sport Specialist. Each half term your school will access a different School Sport Specialist who will deliver their Specialist area of the National Curriculum.

The 6 areas that your School will receive support in include:

Gymnastics, Dance, Invasion Games, Net & Wall, Striking and Fielding and Athletics & Outdoor Adventurous Activities.

The School Sport Specialist will deliver Curriculum PE lessons, providing Continued Professional Development for School Staff and deliver Lunchtime and After School Clubs during their weekly visits to your School.

In addition to the provision provided by a School Sport Specialist your School as a member of the West Lancashire School Sport Partnership will have access to all services/opportunities that we deliver throughout the academic year detailed within this Service Level Agreement.

All 8 West Lancashire Secondary Schools have committed to the continued release of a School Sport Co-ordinator who you will also have the opportunity to work with at a local level.

The Primary PE and Sport Grant provides us with a fantastic opportunity to work collaboratively across West Lancashire to ensure that we deliver an Inclusive PE and School Sport Programme that meets the needs of every Young Person in your School.

**Mark Forster**  
**Partnership Development Manager**  
**West Lancashire School Sport Partnership**



**1.1 PURPOSE OF DOCUMENT**

This Service Level Agreement outlines the provision and services available to member schools of the West Lancashire School Sport Partnership (WLSSP) to support schools in relation to the development of PE and School Sport.

**1.2 DESCRIPTION OF THE SERVICES**

WLSSP will work in partnership with schools to provide a comprehensive, flexible and responsive service that supports the development and delivery of PE and School Sport in an effective and professional manner.

In addition to the services and provision detailed within this offer the WLSSP will represent schools at a local, regional and national level to secure funding and commissioned work that will benefit all member Schools.

**1.2.1 COST OF SERVICE**

Your membership to the West Lancashire School Sport Partnership which includes 1 day support per week from a School Sport Specialist will be charged at the agreed rate of £5900 per academic year.

**1.3 SERVICE DELIVERY**

The following provision and services will be offered to all Member Primary Schools.

SERVICE/PRODUCT	DETAILS
The Service of a School Sport Specialist for 1 day each week	To deliver a PE and School Sport programme in your School which will include both Curriculum provision (with an opportunity for staff CPD) and lunchtime and after school provision.
Membership to West Lancashire SSP	Access to the annual West Lancashire School Sport Conference  Benefit from collaboration, economies of scale, shared resources and shared skills.  Access to the WLSSP website.
Involvement in the National Olympic Style School Games.	Level 2 (Inter School) School Sport competitions for Primary Schools delivered by the School Sport Partnership.  Level 1 (Intra School) School Sport Competitions delivered by School Sport Specialists as part of their Curriculum

	<p>delivery (once the new Lancashire SOW is implemented in your Schools)</p> <p>Level 1 School Games Day delivered in your School by as School Sport Specialist.</p> <p>Resources developed and provided for schools to develop specific sports.</p> <p>Pathways into Level 3 County competitions and exit routes into local clubs.</p>
Access to local Festivals and Competitions	Local competitions delivered on behalf of Primary PE Associations at Secondary School and other community venues, supported by trained Young Leaders.
Access to a minimum of 3 locally delivered CPD opportunities per academic year linked to PE and School Sport.	Annual CPD opportunities will be organised following consultation with schools to address local need. The new Lancashire PE SOW Training will be one of the CPD opportunities delivered during the 2013/14 academic year.
Access to locally organised provision for Gifted and Talented pupils.	<p>Your School to access a minimum of 4 Gifted &amp; Talented days per academic year with links to external clubs.</p> <p>The development of an invite only Gifted and Talented PE Cohort who will receive additional PE provision</p> <p>Access to Road 2 Rio Inspirational Events</p> <p>The reintroduction of a boys Under 11's District Football Team</p>
Access to locally organised provision for pupils with SEN	<p>Your School to access a minimum of 4 Festivals of Sport (for pupils who have low ability in PE) per academic year.</p> <p>Your School to access a minimum of 4 Inclusion Days per academic year with links into a newly formed community club.</p>
Access to Bikeability Level 1 and 2 Training	Training for Year 5/6 pupils within your

	School
Support to establish a Change 4 Life Health and Well Being Club on your School Site	School Sport Specialists will roll out C4L Clubs on a phased basis.
Training and implementation of a new self-review tool which will assist PE Co-ordinators to evaluate the Schools current strengths and weaknesses in PE and Sport and implement plans for improvement.	A workshop will take place around this at the PE and Sport Conference in January 2014
Benefiting from any external funding or commissioned work secured by WLSSP	
Advice and support on Health and Safety in PE	
Advice and support on OFSTED relating to PE or PE specific inspections.	
Advice and support on any funding applications completed by your Primary School linked to School Sport	
Schools to receive resources to help develop PE and School Sport.	<p>Schools to receive copy of the new Lancashire PE Scheme of Work before the end of the 2013/14 academic year</p> <p>Schools to have access to School Sport Specialists plans and resources.</p> <p>Schools to receive personalised electronic certificates to help promote Level 1 Competitions</p>
Development of Sports Leadership in Primary Schools	<p>Continued support with Playground Leaders and Record Breakers linking into annual Superstars Competitions.</p> <p>Access to Mini Whistlers Football Referee Training for Year 5/6 leaders</p> <p>Places for pupils on a Media and Sport training day.</p>
Access to Leaders in Secondary schools to support with Primary School Events	Sports Days, Dance Festivals, Competitions, Festivals and Health and Well Being Days.



Access to Students from Edge Hill University and West Lancs College to deliver specific sports related programmes	
Access to a list of Community Clubs approved by WLSSP for you to signpost young people towards	
Access to a list of Sports Coaches that are approved by, and meet the minimum operating standards established by Lancashire County Council & WLSSP	
Represented and benefit from work with local clubs and National Governing Bodies of Sport	
Represented and benefit from work with local, regional and national organisations that want to invest in PE and School Sport	
Access to best practice using PE and School Sport to raise whole school standards and address whole school priorities.	
Access to International Sporting Events Legacy programmes/activities.	
Annual data collection process undertaken by WLSSP. PE and Sport data collated, analysed and reported back for school use.	This process will support schools to apply for regional and national Kitemarks/Accreditations.
Introduction of Staff wellbeing sports activities.	Minimum of 2 festivals per academic year



### **Service provider requirements of the School**

The effectiveness of our service is partly dependent on the support from primary schools. Therefore we request that schools:

- Identify a PE Co-ordinator in School that will be a point of contact.
- Attend meetings and respond to communication from WLSSP Staff.
- Be a proactive partner of the WLSSP and take advantage of the service and opportunities on offer for the benefit of the young people in your school.

### **1.3.1 Qualifications and Experience**

The service will be delivered by appropriately qualified, experienced and skilled staff who have an understanding of young people and the local community in which they work. All staff will meet the minimum operating standards established by Lancashire County Council and WLSSP.

### **1.3.2 Communication**

West Lancashire School Sport Partnership  
Glenburn Sports College  
Yewdale, Southway  
Skelmersdale  
WN8 6JB

Direct Line: 01695 724 381  
Mobile: 07794980560  
Email: [westlancspdm@hotmail.co.uk](mailto:westlancspdm@hotmail.co.uk)  
Website: [www.westlancashiressp.co.uk](http://www.westlancashiressp.co.uk)

### **1.3.3 Data Security**

All data will be held in accordance with the Data Protection Act (1998) and will not be shared with any 3<sup>rd</sup> party organisations. Generic details may be used for reporting purposes to funding agencies and if ever specific school details are needed to be shared permission will be sort from school first.

The WLSSP has already made progress in utilising technology to improve efficiency and reduce paper based communication and reporting. WLSSP will continue to make use of the website and will ensure that it has the appropriate security in place to safeguard information through supplying passwords to authorised personnel. Any future use of Social Media will be operated under a strict code of conduct that will be shared with member schools.



#### **1.3.4 Quality Assurance**

WLSSP welcomes feedback from schools and employees related to service delivery. This information is monitored and evaluated as part of our commitment to continued improvement. WLSSP has on-going quality assurance systems in place and work in partnership with the PE Advisor at Lancashire County Council who provides external quality assurance. Any concerns or feedback on our services should be forwarded directly to the Partnership Development Manager.

#### **1.4 LENGTH OF THE AGREEMENT:**

This agreement is for a 2 year period beginning on the 1<sup>st</sup> September 2013 and ending on the 31<sup>st</sup> August 2015. Schools are encouraged to discuss any concerns they may have with services/provision at any time throughout the agreement period.

#### **1.5 METHOD OF PAYMENT:**

Schools will be issued with invoices under the following schedule:

1 <sup>st</sup> October 2013	£3442
1 <sup>st</sup> April 2014 -	£2458
1 <sup>st</sup> October 2014	£3442
1 <sup>st</sup> April 2015 -	£2458



## **Service Level Agreement**

*For service delivery September 2013 – August 2015*

### **Memorandum of Agreement**

**For Services Provided By: West Lancashire School Sport Partnership**

Between:

**Primary School**

Name of School: Tarleton Holy Trinity CE Aided Primary School

Address: Church Road, Tarleton. Preston.

Lancashire. PR4 6UP

Tel. No: 01772 812662

Headteacher: Mr. S. B. Smith

and

**Service Provider;**

West Lancashire School Sport Partnership

Glenburn Sports College

Yewdale, Southway

Skelmersdale

WN8 6JB

Tel: 01695 724 381





## Service Level Agreement

*For service delivery September 2013 – August 2015*

### Memorandum of Agreement

I confirm that Tarleton Holy Trinity CE Aided Primary School agree to the Service Level Agreement detailed above and confirm that the school will pay their agreed membership fee per academic year for the next 2 years (Sept 2013 – Aug 2015) to be a member of the West Lancashire School Sport Partnership. I also confirm that as a member school of the WLSSP I give consent for any external funding secured and/or generated income to be used to deliver the future strategy for WLSSP.

Signatures:

Head Teacher

A handwritten signature in black ink, appearing to be 'S. J. Smith', written over a horizontal line.

Date

01/09/2013

WLSSP Manager

A handwritten signature in black ink, appearing to be 'M. J. Smith', written over a horizontal line.

Date

10<sup>th</sup> October 2013