



WEST HATCH PE DEPARTMENT POLICIES (Update Autumn Term 2025)

1. PE Lessons

Kit & Equipment

- 1.1. It is pupil responsibility to know the activity blocks and kit requirements for their lessons. This is sent out via Show My Homework and available to view outside of the PE office.
- 1.2. Should the pupil forget kit, the PE department will lend spare kit for use. The pupils' phone will deposit their phone/bag in exchange for the kit and it will be returned after the lesson.) Sanction will be given accordingly.
- 1.3. a) Spare kit **must** be worn, or the pupil will be sent to isolation or On Call room and sanctioned accordingly. (Note: This is regularly washed and dried)
b) Lost or misplaced kit does not have to be replaced immediately. Pupils may bring a parental note and another form of practical attire in the hope that the kit is found in the near future.
c). To allow for extra warmth when participating outdoors, pupils may wear the ¼ zip outer layer, base layers, sports leggings and or black tracksuit bottoms. Pupils may wear hats and gloves. Pupils are not permitted to wear coats or tights during lessons.

Lesson Line up & changing

- 1.4. Pupils are required to line up in alphabetical order and within the yellow boundary lines at the start of their lesson and prior to the register taken.
- 1.5. The lesson starts at the beginning of the line-up and therefore pupils should be settled prior to the register to be taken and when they are dismissed from the changing rooms.
- 1.6. Changing room misbehaviour will not be tolerated and sanctions will be followed if pupil does not adhere to conduct befitting of the facility. Vandalism or other will be paid for by the pupil/ parent/ guardian.
- 1.7. Pupils are expected to take 7 minutes to change for their lesson and will be sanctioned if they exceed this time. Staff are not required to constantly stand in the changing rooms; however, they must remain around the area of the changing rooms and proactively monitor student behaviours through loose and regular supervision.
- 1.8. Aerosols cans are not permitted and will be confiscated. Pupils are advised to bring roll on deodorant.

1.9. If the class teacher believes conduct and behaviour is to the detriment of the group and or causes a health and safety concerns, the pupils' parents will be called and pupil removed from PE for a designated period of time. For lessons they must bring additional work in order to work in a designated classroom independently.

Jewellery & Hair

1.10.a. Jewellery of any kind must be removed for the duration of the lesson. (It cannot be taped up). For newly pierced ears, tape can be worn for a maximum of 2 weeks before removal. (Please try to pierce ears in suitable school holidays to avoid this health and safety issue.

1.10.b. Health and Safety law overrides religious wear and discriminatory law as per AfPE and Essex County guidance and so religious jewellery must be removed or covered appropriately.

1.10.c. Pupils are encouraged not bring in jewellery or possessions of significant value and the school or PE staff will not be liable for loss, misplacement, theft or damage to any items.

1.10.d. Watches to include sport/ smartwatches are not permitted to be worn in PE.

1.10.e.. Long hair must be tied up and it is the pupil's responsibility to ensure they have adequate hair tie to support this.

2. Lesson Absence

2.1. Parental/ guardian notes to excuse pupils from PE lessons are preferred to be written on a piece of paper and given to their PE teacher at the beginning of the lesson.

Alternatively, the parent/ guardian may email (physed@westhatch.net) or the pupils' teacher directly (see below) with valid reason for PE absence

2.2. Parents must provide an updated note for **each** lesson that their child wishes to be excused from PE.

2.3. The PE member of staff uses their discretion in accepting the note's validity and authenticity.

2.4. If a student is well enough to be in school then they are well enough to take part in all lessons **to include physical education**, except in the case of medical advice. Staff will use their professionalism and experience to adapt the lesson to meet the needs of mild illness, injury and/or return to school from illness that the pupil may have.

- 2.5. Injured/ unwell pupils will be required to remain with their class, and this may involve them being outside in adverse weather conditions. Non- participating pupils, in this case will be allowed to wear a coat/ outer layer for warmth.
- 2.6. If a pupil is unable to participate in a PE lesson for **more than two weeks**, then parents must provide the school or teacher with a valid doctor's note.
- 2.7. a. In all situations, pupil must bring their full West Hatch PE kit along with their note so that they can participate in either coaching, umpiring or analysis of performance.
- 2.7.b. Please note that during absence from swimming lessons. Pupils will need to bring full PE kit and not swimwear.
- 2.8. Pupils who forget to bring a note or fails to bring full pe kit will be issued with a S2 sanction.

3. Religious festivals & other

3.1 During holy festivals (e.g. Ramadan) pupils are still required to bring full PE kit for activity and will be asked to engage in lessons to the best of their physical ability. Lessons will be adapted for fasting pupils to ensure they are not overexerted during periods of low energy.

3.2.a. Religious jewellery (Please see section 1.8c). Religious bangles may be covered with appropriate sweatband.

3.2.b. Religious kit may be worn to include full leggings, headscarves or other (e.g. swimwear).

4. Extra-curricular activity and fixtures

4.1 Pupils are to inform parents/ carers of all clubs and fixtures which are planning to attend and/or have been selected for.

4.2 Updated extra-curricular clubs will be sent via parents' mail and posted up in the sports hall for display. Apart from a few selected clubs (for health and safety reasons) clubs are free for all to attend regardless of ability.

4.3 Pupils who are required to wear kit for the school day due to extra-curricular participation are not permitted to wear sliders (footwear) and must wear full pe kit and appropriate sports trainers. They must also wear full West Hatch PE kit and no other sporting tracksuit.

Teacher email communications

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