



June 2017

Dear Parents/Carers

### National School Sport Week 2017

From the week commencing Monday, 3 July 2017, Ivybridge Community College will be celebrating the amazing achievements and raising the profile of PE and School Sport over the last year by hosting activities for National School Sport Week 2017.

There are many activities for students at the College to participate in. The activities are either '**on site**' or '**off site**'. Attached is a timetable for the Sport Week that clearly outlines the days and times of each event and the requirements for each student and trip.

**On-site** activities consist of sporting activities that take place at the College and within College hours. Consent Forms are not required for these types of activities. Some on site activities involve a cost.

**Off-site** activities are sporting activities that take place at venues outside of the College. Transport is provided for these types of activities (either coach or minibus). The attached timetable clearly states the times for these trips and where to meet the teacher in charge. In addition, there is a cost for each off-site activity (to include entrance fee and transport). The timetable states what students should wear and what to bring to each trip. **A Consent Form is required for every off-site trip.** Students will receive emergency contact cards on all trips.

### How do I sign up for an activity?

In order to book a place for one of the activities listed on the timetable, students must attend a break time (11.10am – 11.30am) meeting with Mrs Reddy and PE staff to sign up. The signing up period will be from **Wednesday, 14 June to Friday, 23 June** in the Gymnasium. The timetable will be given to all Year Groups and it will be available on the College website. The availability for each trip is stated on the timetable; 'places available' is clearly written.

For **on-site** activities students can place their name on a register for each specific activity. Students will be verbally informed if they have gained a place on the activity and a register will be displayed on the College website outlining all the students who have signed up for each activity (please allow sufficient time for names to be displayed).

Students who wish to sign up to **off-site** activities can do so by handing in the required payment and a Consent Form. **There must be one Consent Form per activity.** Students will also be verbally informed that they have been successful in gaining a place on the trip and a register will be placed on the College website for parents and students to view. All students will be asked to attend a meeting prior to their trip.

### Payment

If a payment is required please make cheques payable to **Ivybridge Community College** or pay by cash and place in an envelope clearly stating the student's name and activity they wish to sign up for. Unfortunately, ParentPay cannot be used for National School Sport Week due to limited places being available for each trip. Confirmation of names on each activity will be displayed on the College website and on the National School Sport Week notice board (in Gymnasium corridor). **One payment** per activity must be made in order to book on to a trip. Students can book onto many trips but there must be individual payments and Consent Forms.

### What to Wear

Please note all students must wear their College PE kit for **on-site** activities. If your activity is in the morning, students must wear their kit into College and may remain in kit for the duration of the day if they wish. Students who will be going **off-site** for their activity must be prepared for all weather conditions and ensure they have appropriate footwear.

### Meetings prior to the event

All students will be invited to meetings in the last few days leading up to Sport Week to ensure all students are happy with their choices of activities and to check registers for the offsite trips. Information will be displayed on the College website and Bulletin.

### PE Lessons

Students will take part in tournaments and fun activities during their PE lessons. All students must wear PE kit as normal to their PE lessons.

Please contact the College if you have any questions with regards to National School Sport Week. I hope it is another successful year and the students enjoy the activities! In case of an emergency please email [hreddy@ivybridge.devon.sch.uk](mailto:hreddy@ivybridge.devon.sch.uk)

Yours faithfully

Helen Reddy

**Head of Performing Arts**