

## **Active Lives Survey for Children and Young People: Information for class teachers administering the pupil survey**

### **What is Active Lives?**

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Sport England run the Active Lives Survey for Children and Young People, which measures participation in sport and physical activity among children and young people in Years 1 to 11. The information that we collect will help us to invest in opportunities for children and young people to take part in and benefit from sport and physical activity.

Your school has been randomly selected and has agreed to participate in this survey. At your school, children from three classes or tutor groups will be taking part in an online survey at school. This note provides information about this if your class has been selected to take part.

### **What are we asking you to do?**

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Your class or tutor group has been randomly selected to complete the survey. This can be completed on a laptop, desktop computer or tablet that has access to the internet. It cannot be completed on mobile phones and we would not recommend that mini tablets are used.

1. Your class has been given a unique URL (weblink). Please ensure you use the correct URL for your class. This is particularly important in primary schools where the survey for year 1-2 pupils and the survey for year 3-6 pupils are quite different. Images of the home screens for the different surveys are shown on page 4 (Year 1-2) and page 6 (Year 3-6 and Year 7-11).
2. Your pupils should access the survey using the unique URL provided for your class. You may find it helpful to create a shortcut on the desktop for pupils to click on the URL for their particular class, rather than each child having to type it in.
3. There is no need for the pupils to log in using a password. If they go to the weblink they will be able to access the survey and get started. For younger pupils you may wish to open the survey using the URL for them or use a shortcut as described above. We recommend that for children in Years 1 and 2, teachers talk the class through the first few screens of the survey – images and comments are provided on pages 4 and 5.
4. Pupils should complete the questionnaire (below is some further information about its contents). Once the pupils have completed the survey their answers will be automatically submitted – you do not need to do anything. If a pupil stops part way through the questionnaire, the answers they have given will be submitted but they will not be able to return to the survey to complete it because each time the survey link is used a new questionnaire is started. For this reason, the survey will need to be completed in one sitting.
5. For pupils in Years 1 and 2 there is an audio option. When children select the audio icon (headphone symbol) the question will be read out to them. If possible, please provide the pupils with headphones while they complete the survey so they can use this feature.

## Will pupils need help completing the questionnaire?

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The survey has been designed for and tested with pupils from the relevant year groups and most pupils should be able to complete the survey without assistance. If there are pupils in the class who usually need help with completing tasks, then it would be helpful if this help was on hand while they complete the survey.

We have provided you with a questionnaire guide to assist you in answering any questions that pupils may have.

## What will the questionnaire involve?

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Each pupil will be asked questions about the sports and activities they have taken part in over the previous week as well as some questions about swimming, physical literacy and wellbeing.

Secondary school pupils who have planners or timetables may find it helpful to have this to hand while they complete the survey.

The survey asks about activities done in the last week. If a pupil was not in school in the last week this does not matter. They will be able to provide information about any activities they did outside of school during this period.

## How long will it take?

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The survey is designed to take up to 20 minutes to complete. Pupils who have taken part in lots of activities over the past week may take longer to complete the survey than those who have done few activities. Please prepare for the possibility that some pupils will take longer to complete the survey than others.

If a pupil stops part way through the questionnaire, the answers they have given will be submitted but they will not be able to return to the survey because each time the survey link is used a new questionnaire is started. For this reason the survey will need to be completed in one sitting.

## What if I can't access the URLs?

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This may be because access to the survey domain has not been authorised. Your school has been asked to ensure that the survey domain (and all subdomains) has been whitelisted and permitted for use by pupils. The survey domain is **\*. ipsosinteractive.com**

Please note: You may click on the class URL to check that they work but should not proceed beyond the first screen as any answers you give will be recorded.

### What do I need to tell my pupils?

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We have provided you with information sheets for pupils to explain what the survey is and answer any questions they may have.

At the beginning of the session we suggest you highlight the following to the pupils in your class:

- There are no right or wrong answers. Sport England wants to know how much activity people do, whether it is a little or a lot.
- The teacher can help with reading and understanding the questions but not with answers.
- Pupils should not look at each other's screens while they are completing the survey.

At the end of the survey their answers will be automatically submitted. Pupils should just continue until they get to the final thank you screen.

### What should I do if a pupil accidentally closes the survey part way through?

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If the pupil is close to the beginning of the survey, they can just enter the URL and start again.

If the pupil has completed the grid questions about which activities they have done in the last 7 days, or has already spent more than 10 minutes on the survey then their answers will have been submitted and they should not start again.

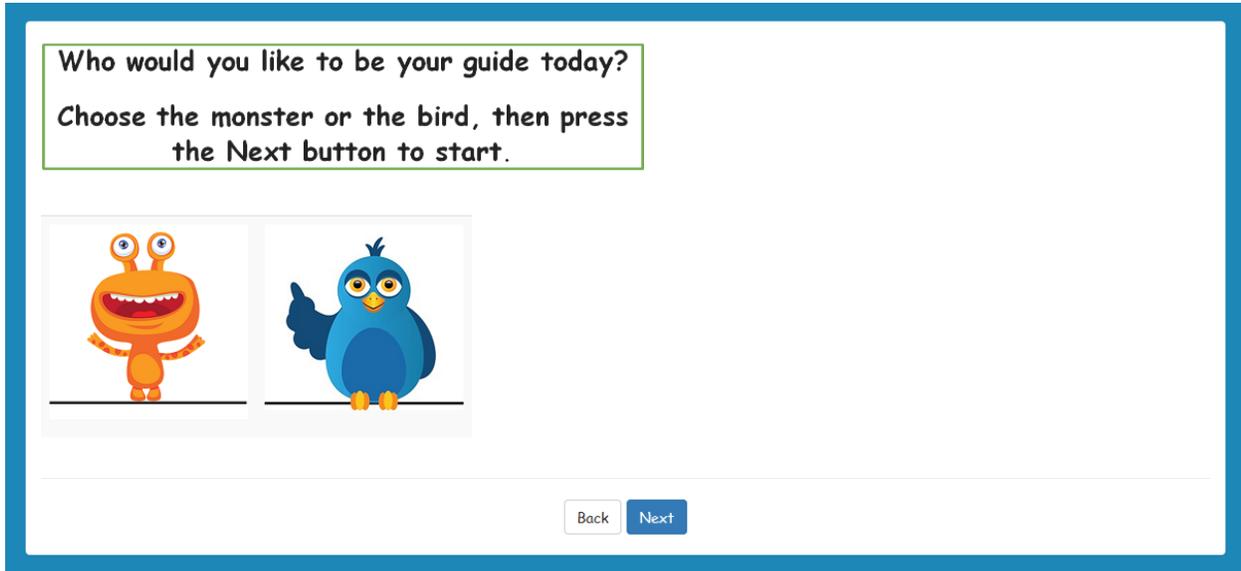
### How can I find out more?

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We are very grateful for your help with this important research. If you would like any further information about this project, please contact Active Devon on 01392 925150 or via email [schools@activedevon.org](mailto:schools@activedevon.org)

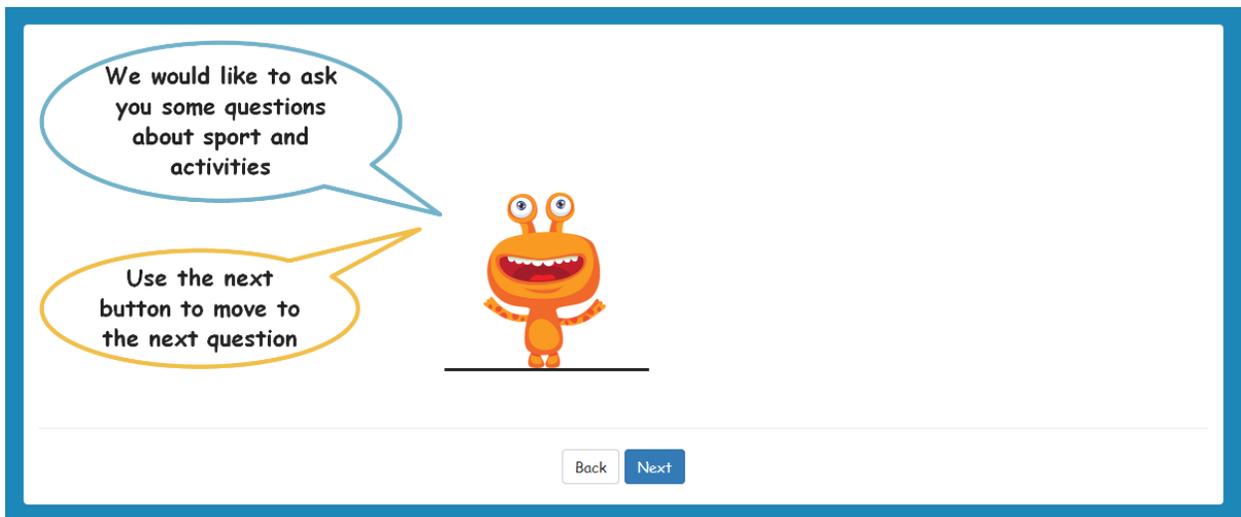
## Year 1 and 2 Survey Homepage

Year 1 and 2 children will first be asked to choose between two different characters, a monster and a bird, which will then appear in each of the subsequent questions. Children should touch or click on the image that they would like to choose.



## Year 1 and 2 Survey introduction

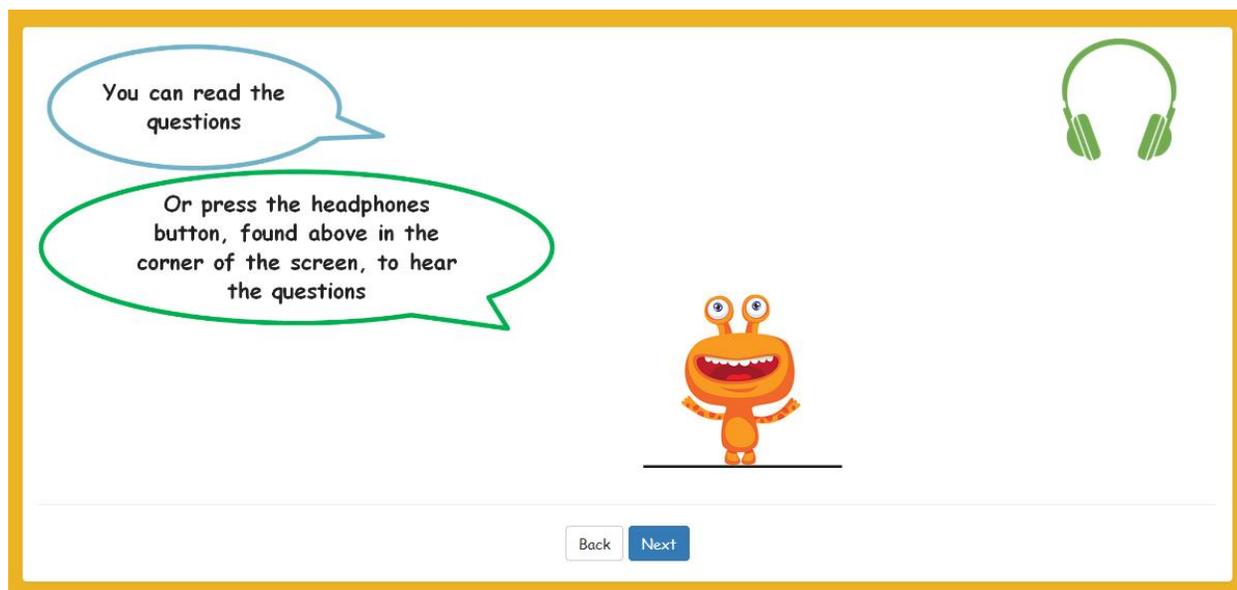
Year 1 and 2 children will then be shown the following introduction. They do not need to answer a question. Once they have read the instructions they should select the 'Next' button. If they wish to change their character, they can select 'Back'.



## Year 1 and 2 Survey audio instructions

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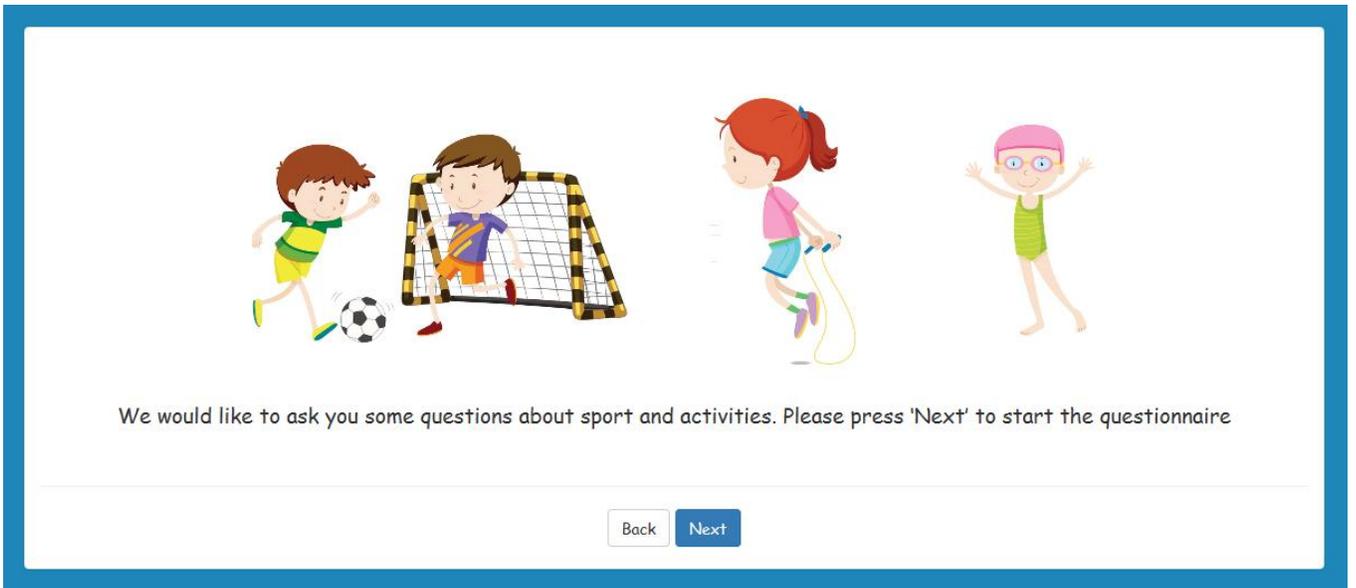
An audio option is available to Year 1 and 2 children. When a child selects the audio icon in the top right-hand corner of the screen (headphone image), the question will be read out to them. If possible, please provide the pupils with headphones while they complete the survey so they can use this feature.



On selecting 'Next', children will be taken to the first question of the survey asking them how old they are.

## Year 3 to 6 Survey homepage

On entering the URL, Year 3 to 6 children will see the following screen. They should select 'Next' to continue.



## Year 7 to 11 Survey homepage

On entering the URL, young people in Year 7 to 11 will see the following screen. They should select 'Next' to continue.

