

# Termly Checklist for PE Leads

## Primary

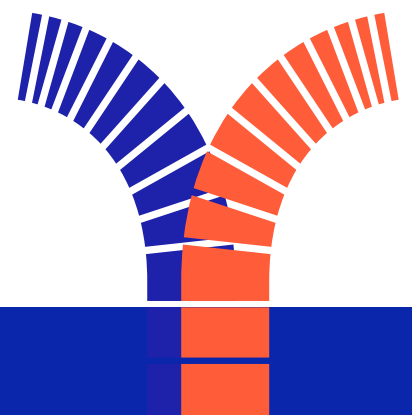
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### How to use this checklist

This termly checklist is designed to support PE Leads in planning, prioritising and reflecting throughout the academic year. Use it as a flexible working tool – not everything will apply to every context, and that's okay. Adapt, personalise and revisit it regularly to suit your department's evolving needs. It's not about ticking every box, but about supporting consistent, purposeful leadership across the year.

## ■ Autumn

- Review your values statement for PE – why do you do what you do?
- Review your PE curriculum map for coverage and progression
- Set PE priorities in line with the School Improvement Plan
- Primary PE and Sport Premium plan next steps and spend for autumn (intent and begin implementation). Don't forget to use the Youth Sport Trust resources to assist with this.
- Audit PE equipment and order replacements (if not done at the end of last summer)
- Launch extra-curricular clubs and activity timetable
- Audit staff Confidence and Competence – align with school values
- Arrange CPD or staff support for confident PE delivery and begin monitoring PE delivery to inform CPD later in the year
- Plan sports day date and venue (if summer)
- Track and baseline pupil physical activity levels and use to support pupils that need help being more active
- Communicate key messages with parents about PE and activity (ongoing)



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### ■ Spring

- Mid-year review of curriculum coverage and teaching confidence
  - Amend CPD following monitoring and supporting staff PE delivery (drop-ins, peer observations) – monitoring start in autumn?
  - Check use of Primary PE and Sport Premium funding and impact evidence so far. Identify any next steps or urgent action
  - Run youth voice or staff feedback on PESSPA and begin to shape summer term offer based on feedback
  - Start planning summer events (competitions, sports day)
  - Identify and celebrate PE superstars, role models and positive moments – not just people
  - Sign up to National School Sports Week
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### ■ Summer

- Finalise sports day and whole-school activity week plans
- Evaluate curriculum and adapt for next year
- Review Primary PE and Sport Premium spending and prepare end-of-year impact report
- Celebrate PESSPA and activity success (awards, assemblies)
- Gather youth voice on PESSPA experiences to shape changes for next year
- Submit data for School Games Mark or equivalent
- Complete the PE and Sport Premium digital report by 31 July
- National School Sports Week

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