St Philip Howard Catholic Voluntary Academy

PE Parental Handbook

A guide for parents and carers • Academic Year 2026–27

Dear Parents and Carers,

Welcome to the new school year. This handbook explains how PE works at St Philip Howard – what your child needs, what we expect from them, and how you can help them get the most out of their lessons.

The aim is simple: every student should be able to take part safely, comfortably and confidently in every lesson. Most of it comes down to arriving on time, with the right kit, ready to join in.

Please keep this handbook somewhere you can refer back to it. If anything here is unclear, or if your child has a particular need we should know about, do get in touch – we would much rather hear from you early than have a problem build up.

1. The PE Team

Your child will be taught by one of the following members of staff:

- Mr Bailey - HOD
- Mrs Molyneux
- Mr Dearden
- Mr Valentine
- Mrs Bano
- Mr Kays
- Mr Mattison
- Miss Clarke

The PE Department can be contacted through the main school office.

2. What We Are Aiming For

- Building confidence, skill and a lifelong enjoyment of physical activity
- Supporting physical and mental wellbeing through regular participation
- Developing teamwork, leadership and resilience
- Creating an inclusive, respectful environment where every student can take part

3. What We Expect from Students

In every PE lesson, students are expected to:

- **Arrive on time** and be ready to learn.
- **Line up quietly** – without shouting or disturbing other lessons.
- **Be prepared** – with their PE kit organised for the week.
- **Show respect** to all staff and students.
- **Look after the changing rooms** and keep them clean and tidy.
- **Take part fully** – physical activity is an important part of health and wellbeing.

4. PE Kit

All students are expected to wear the correct PE kit to every lesson. Kit should be clean, clearly labelled with your child's name, and suitable for both indoor and outdoor activity.

Required kit

- School-branded SPH PE top
- Black shorts, skort or trousers
- PE socks
- Trainers suitable for physical activity (astro trainers are recommended, as they work on all surfaces)

Optional extras for colder weather

- PE Hoody - Burgundy
- Tracksuit bottoms or leggings
- Plain black or navy base layers, worn under the SPH top

Additional layers must not restrict movement.

Please note

- **Nike Pro shorts are not permitted** as PE kit.
- Football boots, shin pads and gum shields are needed for certain activities. Your child's teacher will let them know in advance which activity is coming up.
- Valuable items should not be brought to PE. The department cannot take responsibility for lost or stolen belongings.

5. If a Student Arrives Without Kit

Our first response is always to get the student taking part, not to exclude them. Spare kit is available and we would far rather a student borrows kit than misses the lesson.

- **No kit:** spare kit will be provided by the PE Department and must be worn.
- **Missing only the top:** the student changes into a provided top and takes part as normal, provided they have suitable trainers.
- **No kit and no suitable trainers:** the student changes into a provided top and completes an alternative role in the lesson, such as coaching, officiating or analysing performance.
- **Refusing to wear spare kit:** this is treated as a refusal to participate.
- **Refusal to participate:** this will result in removal from the lesson and a C2 lunchtime detention, in line with the whole-school behaviour system.

Repeated forgotten kit

Where kit is forgotten repeatedly, the following steps apply. Every stage is logged on Arbor, and spare kit is offered every time.

Stage	What happens
1st time	**Class teacher** • Logged on Arbor • Spare kit offered • Reminder of expectations
2nd time	**Class teacher** • Logged on Arbor • Spare kit offered • 10-minute break or lunchtime detention • Form tutor and Head of Year informed
3rd time	**Class teacher** • Logged on Arbor • Spare kit offered • 20-minute detention • Contact home
4th time	**Head of Department** • Logged on Arbor by the class teacher • Spare kit offered • Phone call home from the Head of Department • 30-minute after-school detention with the Head of Department
5th time and beyond	**Head of Department** • Logged on Arbor by the class teacher • Spare kit offered • PE report for two weeks with the class teacher • Phone call home from the Head of Department • 45-minute detention with the Head of Department for each further occasion

If there is a reason your child is struggling to have the correct kit, please contact us.

We can help, and we would much prefer to resolve it quietly with you than continue through the stages above.

Individual circumstances will always be considered, and the department will work with families where there are genuine difficulties in providing the correct kit.

6. Jewellery and Piercings

Jewellery is a genuine safety risk in PE and these rules are not negotiable.

- **No jewellery may be worn in PE** – this includes watches, rings, necklaces, bracelets and earrings.
- Jewellery should be left at home on PE days, or stored securely in your child's bag.
- Earrings must be removed before the lesson begins. If your child cannot remove their earrings independently, please do not send them to school wearing them on a PE day.
- Long hair must be tied back securely.

Newly pierced ears

We understand that new piercings cannot be removed straight away, so the following applies:

- Earrings may be covered with sports or medical tape for up to six weeks from the date of piercing.
- During those six weeks, students may not take part in contact activities such as football, rugby or netball.
- They can still take part in non-contact activities such as badminton and table tennis, or take on a coaching, refereeing or leadership role.
- This is also a directive from the Governing bodies of these sports

We would ask that, where possible, piercings are arranged at the start of a school holiday so that the six-week period causes the least disruption to your child's lessons.

7. Illness and Injury

If your child is unable to take part physically because of illness or injury, please send a written note or e-mail Mr Bailey (mbailey@sph.srscmat.co.uk).

Students who cannot take part are still expected to attend the lesson and contribute in another way – for example umpiring, coaching, or analysing performance.

Where appropriate, students should continue to bring their PE kit, even when unable to participate physically. This allows them to remain comfortable and suitably dressed for outdoor lessons. Individual medical circumstances will always be considered.

8. Behaviour and Changing Rooms

Standards of behaviour in PE are the same as anywhere else in school, and are managed through the whole-school behaviour system.

- Changing rooms are supervised and must be used respectfully.
- Students are expected to respect each other's privacy and leave the changing rooms clean and tidy.
- Equipment and facilities must be used safely and responsibly.
- Unsafe, disrespectful or unsporting behaviour will be addressed by the class teacher, and by the Head of Department where necessary.

9. Extra-Curricular Sport

Clubs and fixtures will begin in the coming weeks, and all students are welcome.

- **Mr Dearden** is overseeing extra-curricular sport this year.
- Lunchtime and after-school clubs will be advertised to students once the timetable is confirmed.
- If there is a sport your child would like to see offered, they should speak to Mr Dearden.
- Students selected to represent the school are expected to be reliable, committed and good ambassadors for St Philip Howard. Parents will be informed of fixtures, and consent will be sought for participation and travel.

- Please do let us know about any sporting achievements outside school – we like to celebrate these.

10. How You Can Help

- Check the timetable with your child at the start of each week so kit is packed in advance.
- Label all kit clearly with your child's name.
- Remove earrings and jewellery before school on PE days.
- Let us know early about any injury, medical need or worry about taking part.
- Encourage your child to give every activity a go, even the ones outside their comfort zone.

11. Questions and Updates

This handbook is reviewed each year by the PE Department together with the senior leadership team.

Any updates will be shared through the school website and parental communications.

For any questions about PE, kit or extra-curricular sport, please contact the PE Department through the main school office.

Thank you for your support.
The PE Department