**A black background with white text

Description automatically generated with low confidence**A picture containing text, clipart

Description automatically generated

**Opening School Facilities Fund - School Information and Delivery Plan**

Please use this form to enter details on your school and provide information on the project(s) you wish to start with the fund.   
  
The priority is enabling the use of school sports facilities sustainably, rather than running a high number of activities during the lifetime of the funding.

|  |  |
| --- | --- |
| **Section 1: School Details\*** |  |
| **1.1 Name of school** Enter the school name as it appears on <http://www.get-information-schools.service.gov.uk/> |  |
| **1.2 URN** |  |
| **1.3 IDACI school band**  *If you do not know your IDACI school band we can fill this in for you. Found here -* [*English indices of deprivation 2019: Postcode Lookup (opendatacommunities.org)*](https://imd-by-postcode.opendatacommunities.org/imd/2019) | *Insert number 1- 10* |
| **1.4 Trust Name** |  |
| **1.5 Type of school** |  |
| **1.6 School address** |  |
| **1.7 Number on roll** |  |
| **1.8 School finance - contact name** |  |
| **1.9 School finance - email** |  |
| **1.10 School finance - telephone number** |  |
| **1.11 School finance - role** |  |
| **1.12 Bank details** |  |
| - BANK / BUILDING SOCIETY NAME |  |
| - BANK ACCOUNT NAME |  |
| - SORT CODE |  |
| - ACCOUNT NUMBER |  |
| **1.13 Active Partnership** | Wesport (West of England Sport Trust) |
|  | |
| **Section 2: Project Contact Details\*** |  |
| **2.1 Project Lead - contact name** |  |
| **2.2 Project Lead - email** |  |
| **2.3 Project lead - phone number** |  |
| **2.4 Project lead - job role** |  |
| **2.5 SLT contact name** |  |
| **2.6 SLT email** |  |
| **2.7 SLT job role** |  |
|  |  |
|  |  |
| **Section 3: Current Offer \***  **(outside of the core school hours)** | |
| **3.1 Number and range of activities offered**  *Broken down into total number of indoor/outdoor/swimming activities offered per week.* | Indoor:  Outdoor:  Swimming: |
| **3.2 List of activities available on site**  *List all current activities available to school and community users on site e.g. hockey, yoga, swimming* |  |
| **3.3 Length of sessions**  *Recorded in total number of hours in a week per indoor/outdoor/ swimming* | Indoor:  Outdoor:  Swimming: |
| **3.4 Capacity (i.e. number of spaces available)**  *Indoor = number of opportunities (no of sessions x max capacity per session) & attendees (total average throughput number per week)* |  |
| **3.5 Capacity (i.e. number of spaces available)**  *Outdoor = number of opportunities (no of sessions x max capacity per session) & attendees (total average throughput number per week)* |  |
| **3.6 Capacity (i.e. number of spaces available)**  *Swimming= number of opportunities (no of sessions x max capacity per session) & attendees (total average throughput number per week)* |  |
| **3.7 Take up (for school users)**  *Average per week* | Indoor:  Outdoor:  Swimming: |
| **3.8 Take up (for community users)**  *Average per week* | Indoor:  Outdoor:  Swimming: |
| **3.9 Hours that facilities are open outside of core hours for school aged children** | Indoor:  Outdoor:  Swimming pools: |
| **3.10 Hours that facilities are open for community users** | Indoor: Outdoor:  Swimming pools: |
| **3.11 Number of self-employed people employed to deliver sessions**  *In total per week* |  |
| **3.12 Number of business's employed to deliver sessions**  *In total per week* |  |
| **3.13 Does your school currently use a digital booking platform?** | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.14 Barriers to use of sport facilities (both by the school and community)** | | *Mark the following that apply* | |
| Staffing (availability or expertise) | |
| No appropriate ancillary provision available and/or lack of supporting infrastructure e.g., floodlights | |
| Facilities do not meet needs/requests of community and/or pupils (including price of facility hire) | |
| Cost of running facilities | |
| Access to and/or parking at site (during or after school hours) | |
| \*If you chose ‘facilities do no meet needs/requests of community and/or pupils’ please provide additional information here: | |
| **3.15 How would you describe the quality of your outdoor sports facilities?** | | *Mark one only* | |
| Poor  Standard  Good | |
| **3.16 How would you describe the quality of your indoor sports facilities?** | | *Mark one only* | |
| Poor  Standard  Good | |
| **3.17 Who carries out maintenance of sport facilities inc. both indoor and outdoor?** | | *Mark the following that apply* | |
| In house maintenance person/team | |
| External contractor | |
| Local Authority | |
| Mixture of above | |
| Other | |
| If other, please provide details here: | |
| **3.18 Do any of your facilities currently get used by the community? If so, who used them?**  *If none, please mark N/A* | *Mark the following that apply* | |
| Clubs | |
| Community organisations | |
| Instructors for classes e.g., yoga | |
| Social leagues e.g., back to netball, walking football | |
| Other | |
| N/A | |
| If other, please provide details here: | |

|  |  |
| --- | --- |
| **3.19 How do they staff their sports facilities?** | *Mark the following that apply* |
| Staffed by school e.g., caretaker |
| External Contractor  *If external contractor, please provide details here:* |
| Local Authority/leisure provider |
| Other |
| *If other, please provide details here:* |
| |  | | --- | | **Section 4: Tell us why this investment is needed? \***  *You should consider; what this means to your school, the target audiences you are hoping to engage, you have taken time to understand how your school can make it as easy as possible to help young people, community groups, customers and the local community connect and be active.* **Max. words 250** | |  | | |
| **Section 5: Project Details**  Please tell us about each individual activity planned.  *We have allocated fields for you to be able to populate up to 4 projects. Let us know if you want to do more.* | |
| **Project Activity 1\*** | |
| **5.1 Overview of project**  *Brief statement of project needed* | |
|  | |
| **5.2 What priority group will your project aim to target?** | *Mark the group that applies* |
| Free School Meals |
| Culturally Diverse Communities |
| Women + Girls |
| SEN |
| **5.3 How has youth voice influenced your decisions?** |  |
| **5.4 How has your wider community been considered?** |  |
| **5.5 Type of facility that has been opened** | *Mark the group that applies* |
| Indoor  Outdoor  Swimming |
| **5.6 Name of activity(s) undertaken e.g. trampolining, cricket** |  |
| **5.7 Number of hours the facility is open outside of core school hours (per week)** |  |
| **5.8 When the facility is open** | *Mark the following that apply* |
| Before school |
| During the day (swimming only) |
| Evenings |
| Holidays |
| Lunchtime (SEND only) |
| Weekends |
| **5.9 Number of sessions offered outside the school day (per week)**  *Sessions measured in hours* |  |
| **5.10 Projected number of children and young people participating** | Throughput:  Individual: |
| **5.11 Projected number of community users participating** | Throughput: Individual: |
| **5.12 Capacity – number of spaces available**  *Per week* |  |
| **5.13 Describe your project provision and what success looks like for your school, users and the community?**  *-Include the objectives of the project*  *-How you intend to engage your priority group(s) in the design of your project?* |  |
| **5.14 Project timescale - pre delivery**  *How long will it take you in weeks?* |  |
| **5.15 Project timescale – delivery**  *How long will it take you in weeks?* |  |
| **5.16 Project total cost** |  |

|  |  |
| --- | --- |
| **5.17 Project cost breakdown**  *e.g. -team sport equipment*  *-individual activity equipment*  *-equipment to enable increased accessibility*  *- equipment to improve health & safety (e.g. security, lighting, covid secure)*  *-admin staffing*  *-security staffing*  *-cleaning staffing*  *-coaching*  *-storage facilities*  *-swimming pool testing/plant servicing*  *-other* |  |

|  |
| --- |
| **\*\*\*If you have any more projects to note, move on to Project Activity 2, 3 and 4.**  **If you do not have any other projects to note, move to Section 6: ‘Project Collaboration and Sustainability’** |

|  |  |
| --- | --- |
| **Project Activity 2** | |
| **5.1 Overview of project**  *Brief statement of project needed* | |
|  | |
| **5.2 What priority group will your project aim to target?** | *Mark the group that applies* |
| Free School Meals |
| Culturally Diverse Communities |
| Women + Girls |
| SEN |
| **5.3 How has youth voice influenced your decisions?** |  |
| **5.4 How has your wider community been considered?** |  |
| **5.5 Type of facility that has been opened** | *Mark the group that applies* |
| Indoor  Outdoor  Swimming |
| **5.6 Name of activity(s) undertaken e.g. trampolining, cricket** |  |
| **5.7 Number of hours the facility is open outside of core school hours (per week)** |  |
| **5.8 When the facility is open** | *Mark the following that apply* |
| Before school |
| During the day (swimming only) |
| Evenings |
| Holidays |
| Lunchtime (SEND only) |
| Weekends |
| **5.9 Number of sessions offered outside the school day (per week)**  *Sessions measured in hours* |  |
| **5.10 Projected number of children and young people participating** | Throughput:  Individual: |
| **5.11 Projected number of community users participating** | Throughput: Individual: |
| **5.12 Capacity – number of spaces available**  *Per week* |  |
| **5.13 Describe your project provision and what success looks like for your school, users and the community?**  *-Include the objectives of the project*  *-How you intend to engage your priority group(s) in the design of your project?* |  |
| **5.14 Project timescale - pre delivery**  *How long will it take you in weeks?* |  |
| **5.15 Project timescale – delivery**  *How long will it take you in weeks?* |  |
| **5.16 Project total cost** |  |

|  |  |
| --- | --- |
| **Project Activity 3** | |
| **5.1 Overview of project**  *Brief statement of project needed* | |
|  | |
| **5.2 What priority group will your project aim to target?** | *Mark the group that applies* |
| Free School Meals |
| Culturally Diverse Communities |
| Women + Girls |
| SEN |
| **5.3 How has youth voice influenced your decisions?** |  |
| **5.4 How has your wider community been considered?** |  |
| **5.5 Type of facility that has been opened** | *Mark the group that applies* |
| Indoor  Outdoor  Swimming |
| **5.6 Name of activity(s) undertaken e.g. trampolining, cricket** |  |
| **5.7 Number of hours the facility is open outside of core school hours (per week)** |  |
| **5.8 When the facility is open** | *Mark the following that apply* |
| Before school |
| During the day (swimming only) |
| Evenings |
| Holidays |
| Lunchtime (SEND only) |
| Weekends |
| **5.9 Number of sessions offered outside the school day (per week)**  *Sessions measured in hours* |  |
| **5.10 Projected number of children and young people participating** | Throughput:  Individual: |
| **5.11 Projected number of community users participating** | Throughput: Individual: |
| **5.12 Capacity – number of spaces available**  *Per week* |  |
| **5.13 Describe your project provision and what success looks like for your school, users and the community?**  *-Include the objectives of the project*  *-How you intend to engage your priority group(s) in the design of your project?* |  |
| **5.14 Project timescale - pre delivery**  *How long will it take you in weeks?* |  |
| **5.15 Project timescale – delivery**  *How long will it take you in weeks?* |  |
| **5.16 Project total cost** |  |

|  |  |
| --- | --- |
| **Project Activity 4** | |
| **5.1 Overview of project**  *Brief statement of project needed* | |
|  | |
| **5.2 What priority group will your project aim to target?** | *Mark the group that applies* |
| Free School Meals |
| Culturally Diverse Communities |
| Women + Girls |
| SEN |
| **5.3 How has youth voice influenced your decisions?** |  |
| **5.4 How has your wider community been considered?** |  |
| **5.5 Type of facility that has been opened** | *Mark the group that applies* |
| Indoor  Outdoor  Swimming |
| **5.6 Name of activity(s) undertaken e.g. trampolining, cricket** |  |
| **5.7 Number of hours the facility is open outside of core school hours (per week)** |  |
| **5.8 When the facility is open** | *Mark the following that apply* |
| Before school |
| During the day (swimming only) |
| Evenings |
| Holidays |
| Lunchtime (SEND only) |
| Weekends |
| **5.9 Number of sessions offered outside the school day (per week)**  *Sessions measured in hours* |  |
| **5.10 Projected number of children and young people participating** | Throughput:  Individual: |
| **5.11 Projected number of community users participating** | Throughput: Individual: |
| **5.12 Capacity – number of spaces available**  *Per week* |  |

|  |  |
| --- | --- |
| **5.13 Describe your project provision and what success looks like for your school, users and the community?**  *-Include the objectives of the project*  *-How you intend to engage your priority group(s) in the design of your project?* |  |
| **5.14 Project timescale - pre delivery**  *How long will it take you in weeks?* |  |
| **5.15 Project timescale – delivery**  *How long will it take you in weeks?* |  |
| **5.16 Project total cost** |  |

|  |  |
| --- | --- |
| **Section 6: Project collaboration and sustainability\*** | |
| **6.1 How will you be collaborating with other organisations (community partners/clubs/NGBs) in your project?** |  |
| **6.2 How will you engage with parents/guardians to encourage participation from your priority groups?** |  |
| **6.3 State how you will sustain or maintain the legacy of this provision** |  |
| **6.4 How is this project tackling inequalities?** |  |
|  | |
| **Section 7: Finance** | |
| **Overall Finance for Year 1 only \***  (up until March 31st 2023) | **State all costs for projects NET value only and do not include VAT** |
| **7.1 Wider project costs**  inc. booking systems, admin support |  |
| **7.2 Total overall project cost (year 1 only)** |  |
| Pre delivery cost year 1 |  |
| Delivery cost year 1 |  |
| **7.3 Project spend breakdown**  (% - Equipment, CPD, Staff, Facilities, IT, Admin) |  |

|  |  |  |
| --- | --- | --- |
| **Overall Finance for Year 2** (any spend from April 1st 2023 – March 31st 2024 if known) | **State all costs for projects NET value only and do not include VAT** | |
| **7.4 Wider project costs**  *inc. booking systems, admin support* |  | |
| **7.5 Total overall project cost (year 2 only)** |  | |
| Pre delivery cost year 2 |  | |
| Delivery cost year 2 |  | |
| **7.6 Project spend breakdown**  (% - Equipment, CPD, Staff, Facilities, IT, Admin) |  | |
|  | | |
| **I understand that (with the potential exception of swimming) the expenditure for the Projects above is Revenue spend only\***  Yes | | |
|  | | |
| **Section 8: Project Evaluation and Data Collection\*** | | |
| **8.1 Have you had a chance to ask questions (or know who to contact with questions) regarding data sharing and collection occurring as part of the evaluation of the OSF programme, have you had these questions answered and are you happy with the reasons why, how and by whom as laid out in the privacy statement?**  Yes  No | | |
| **8.2 Do you agree that by taking part in the OSF programme you are also agreeing to the sharing and collection of data as part of the programme evaluation. Do you (the school) consent to the sharing and collection of data (as outlined in the privacy notice) as part of the evaluation of the OSF programme?**  Yes  No | | |
| **8.3 Your School has a clear, accessible safeguarding policy in place, and robust procedures that cover any activities that take place on site out of school hours.**  Yes  No | | |
| **8.4 Do you agree that by taking part in the OSF programme you are also agreeing to taking part in Sport England’s Active Lives CYP Survey in Year 2 and/or Year 3 of the programme.**  Yes  No | | |
|  | | |
| **Section 9: Additional Project Details** | | |
| **9.1 Please tell us anything else about this project, this should include:**   * working with specific SEND or ethnically diverse groups * any other outcomes * 'other' facility types used * 'other' funding use | |  |
| **9.2 National organisation links (if applicable)**  *Please add names of any national organisations which will be linked to the project* | |  |
| **9.3 Local organisation links (if applicable)**  *Please add names of any national organisations which will be linked to the project* | |  |
| **9.4 National organisations running projects**  Please add names of any National Organisations running your projects | |  |
| **9.5 Local organisations running projects**  Please add names of any Local Organisations running your projects | |  |

\*\*\*Thank you for taking the time to complete this survey\*\*\*