



# MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

24 April 2019

Dear Parents

## SPORTS DAYS

As a reminder, this year our sports days have been booked as follows:

FS	23 May 2019	1300-1500
Y1	22 May 2019	1300-1500
Y2	23 May 2019	0930-1130
Y3	21 May 2019	1300-1500
Y4	20 May 2019	1300-1500
Y5	22 May 2019	0930-1130
Y6	21 May 2019	0930-1130
Reserve Day	24 May 2019	0930-1130 or 1300-1500 TBC

For lots of children (and teachers!) this can be the highlight of their year and another opportunity to shine! In advance of your child's sports days, I am therefore giving some information regarding the arrangements we will be putting in place to ensure a safe and happy day for everyone.

### Parking

Parking will be difficult and we anticipate that both school car parks will be full. We would advise that parents walk/cycle if at all possible to sports days. If you need to drive, additional parking will be available at the Danish Invader and the Empingham Road Playing Fields.

### Access

Access to the field will be via the side gate by the Y3 classrooms next to the staff car park. Office staff will be at the gate to let you in and out at 0930/1130 or 1300/1500. If you arrive late or need to leave early you will need to come via the office.

### Toilets

An adult toilet will be available and signposted in the Y5/6 block next to the field. Please note that **adults must not in any circumstances enter the children's toilets** as these are for use by the pupils only. Children of non-school age must be accompanied by an adult and use the adult toilet.

### Kit

Please check that your child has their full PE kit in school with them on their sports day. They should also have plenty of spare water in bottles, sun cream and a sun hat in case of warmer weather.

### Photos and Videos

You are more than welcome to take photos and/or videos of your children during their sports day. However, please try to restrict these photos to be of your children only. If you capture other children in your photos/videos you must not upload these to social media sites to protect the privacy of those other children.

### Safety

To keep your children safe during the event, they will stay with their class group and teacher/TA at all times. You will unfortunately not be able to sit with them. Spectators will have clearly designated areas for watching the children at their events.

### Emergency Cancellation

In the unlikely event that for any reason we cannot proceed with any of the sports days we will notify you by Parentmail text as early as possible. We have already booked Friday 24 May for our reserve day and will attempt to re-schedule any cancelled sessions for that day.

We understand that many parents may have had to book annual leave in order to attend these events, so even if this means a revised timetable of events or a shortened day, we will go ahead before cancellation is considered.

### PTFA

We are hoping that the PTFA will have a refreshment tent at all the sports days so that you can buy drinks and snacks. The PTFA tent will also be the meeting point for lost spectator children (not pupils) so please talk to your non-school age children about where to meet if they are separated from you whilst you are watching during the day.

### Adventure Playground/Trim Trail

A reminder that the adventure playground can only be used by children of 7 years or older, under direct adult supervision. The trim trail can be used by younger children (4+) but again under direct adult supervision. Please do not allow your children to use the equipment unsupervised.

### Emergency Evacuation

In the event of the fire alarm sounding, all spectators are to remain on the field. Pupils and staff will move to their designated assembly points to be counted. Further instructions will follow once we are sure everyone has been accounted for and is safe.

In the event of an emergency playground/field evacuation, everyone (including spectators) should move into the nearest building, the Y5/6 block, and wait there. You will be advised via the PA system of the evacuation. Please then await further instructions from school staff.

### Timetable

The timetable of events will be as follows:

0930/1300	Children parade onto the field with a nominated child carrying the Olympic Torch
0945-1115 1315-1445	Variety of events including running, obstacle races and hurdles
1115/1445	Presentation of Medals/Closing Ceremony
1130/1500	End of Event

If you have any questions, please do not hesitate to contact the school office. We are looking forward to an excellent day of sporting endeavours!

Yours sincerely

Liz Town  
Business Manager