

Thanet Passport Event

Pre-Entry Protocol

Thanet Passport events are fun to enter, but it should be remembered that each event takes a great deal of organisation. Nothing is more annoying than when schools withdraw at short notice, particularly as this can affect other schools that may have fixtures arranged against the school that has withdrawn, not to mention the extra work involved for the organiser in rearranging fixtures and programmes. Therefore the Thanet Passport Committee has drawn up the following protocol which should be followed *before* entering any event.

Before entering a Thanet Passport event, the school Lead Person should check the following:

- ✓ The School Diary - are there any trips out that affect the year groups involved? Is there anything happening that day, eg Sports Day, Parents Evening?
- ✓ Does the Headteacher/Year Leader know?
- ✓ Will it adversely affect the children's learning, especially if taking place in curriculum time?
- ✓ Are there enough children to form a team, especially if there is a requirement for mixed gender teams? Are there children in reserve in case of absences on the day?
- ✓ Are there enough staff available to accompany the children? What if the lead person is unwell?
- ✓ Are there likely to be transport issues?
- ✓ Are there any pre-event requirements, eg numbers, spreadsheet and entry fee for cross country, taster sessions (basketball, rugby), specialised equipment (cricket, golf), rehearsed piece (gymnastics) etc?
- ✓ Does the Lead Person know who to contact if there is an unforeseen reason for withdrawal?
- ✓ Are there systems in place for parental permission, dropping off and picking children up, code of conduct etc?

Obviously there are always unforeseen circumstances which might prevent a school taking part, eg pupil or staff sickness, transport breakdown etc, but if schools follow the protocol above this should be a relatively rare occurrence and help with the smooth running of all our events - not to mention the blood pressure of the organisers!