



neas/let/MR/gs
30 January 2002

Martin Radmore
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Dear Headteacher

RE: Audit of TOP PLAY and TOP Sport

You may recall that we wrote to you in November 2001 regarding the TOPs programme in Norfolk schools. This audit is imperative in order to get a true picture of the current level of activity and resources so that we can continue to drive developments in PE and Sport forward.

Time is running out as lottery funding for Norfolk will finish in May 2002. If you have already been trained and have received a bag, then we need to know whether the bag and the cards are still being used or if the cards have disappeared.

In view of the limited amount of time left in which Norfolk schools can gain access to lottery funding for the programme, it is imperative that schools wishing to become involved complete the audit and contact me as a matter of urgency. The school will receive a free bag of sports equipment to the value of £550 and a set of resource cards for the teachers. This will be accompanied by training and support at a local level.

Would you please complete the attached form and return it to me at the above address no later than 8th February. The information will help us to address issues in schools and to ensure that all Norfolk schools have the opportunity to take up their entitlement to this scheme with its free resources. Should you have any further queries please do not hesitate to contact me on 01603 433276.

Yours sincerely

A handwritten signature in black ink, appearing to read "Martin Radmore". The signature is fluid and cursive, with the first name "Martin" being more prominent.

Martin Radmore
PE Adviser



Questionnaire - TOPs

(Name of school) _____ School

District Council:

Sports Development Contact:

Name of person(s) with responsibility for PE:

Questionnaire (TOPs)

The school has the following resources:

TOP Play bag of equipment ☐

TOP Play card resources ☐

BT Top Sport Bag * ☐

*If ticked, please circle which sport(s): Rugby / Netball / Football / Table Tennis /

Hockey / Basketball / Squash / Multisport / Other (please specify) _____

TOP Gymnastics ☐

Fit for TOPs ☐

TOP Athletics ☐

TOP Dance ☐

TOP Swimming ☐

TOP Outdoors ☐

TOP Start (Early Years) ☐

The staff are:

All familiar with the resources ticked above

☐

Not all staff are familiar with the resources

☐

We would require further training to maximise the resources above

☐

Community Involvement

We are currently involved with our Local Authority for TOPs

☐

We would like to be involved

☐

Please indicate a particular sport / activity you would welcome help with:

As a school, please indicate your responses below:

We would welcome support with:

Gym

☐

Dance

☐

Games

☐

Athletics

☐

Swimming

☐

Outdoor/Adventure

☐

If you have ticked more than one area – which would be your priority focus?

We have a PE Policy

☐

We have a Scheme of Work

☐

We have an Inclusion Policy

☐

As a school we have the following member(s) of staff who has experience and expertise in the area(s) indicated and who would be interested in an involvement in the County/District developments.

Name _____

Area of experience/expertise _____

Name _____

Area of experience/expertise _____

Please return this form by **February 8**, to :-

Martin Radmore
PE Advisory Teacher
County Hall
Room 054
Martineau Lane
Norwich
NR1 2DL