



## How to host or run an Active Leader Course

Anyone can request to host an Active Leader Course by e-mailing [penny@activeleaders.co.uk](mailto:penny@activeleaders.co.uk). Please indicate the year group(s), number of students and ideal time-frame and we will send you a booking form.

### Costs

Each student requires a registration pack which contains a course manual, games booklet, t-shirt, certificate and pin badge. This pack costs £35 pp (\*).

An administration charge of £300 (\*) is made per course of up to 20 students which includes processing all certificates, orders, advising on course delivery and timetabling.

The cost of trainer(s) to deliver the course is additional, based on the agreed delivery format and number of trainers required. Alternatively, we can provide training to accredit in-house trainers to deliver the course (please see Trainer Accreditation Course).

### Delivery

Courses (which are approximately 25 hours long) can be run during curriculum time, as an enrichment programme, holiday club or linked to other personal development opportunities. The course can be run within a week, or spread across a series of sessions / curriculum weeks.

For students who have additional needs we recommend a smaller group size (up to 10).

Minimal facilities, equipment, support are required as follows:

- 1 classroom with chairs, tables, whiteboard and lap-top hook up
- Access to indoor activity space of sufficient size to run practical sessions (eg sports hall) and outdoor space weather permitting
- Provision of 2 groups of 30 pupils (year 7 or primary school age) one for each practical activity session
- Equipment (usual PE store equipment):  
20 X hoops; 50 x bibs; 4 X stacks of small cones/markers (at least 100 in total.)  
Bucket of tennis balls including 2 balls of a different colour; Bag of footballs or netballs  
Floor markers/spots; 50 x bean bags if available  
Sponge balls or soft dodgeballs (as many as available)
- Single point of co-ordination for registers, timetabling, student data, behaviour management and policies

### Pathways

We aim to identify pathways for trained Active Leaders to gain further experience, and we ask all our 'hosts' to play an active role in collaborating with local partners to provide volunteering or work experience opportunities.

### How to pay for a course

Options include Pupil Premium Funding, student contributions (eg for the registration packs), Opening Schools Facility funding, Holiday Activity and Food Funding.

(\*) Please note that prices are valid as at December 2023 and may be subject to increase. They are excluding VAT and shipping.