**Outwood Academy Acklam**
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Head of School: Mr Chris Palmer
Lead Principal: Mr Graham Skidmore

13 March 2026

Dear Parent/Carer,

**Re: Outwood Out There**

Last summer, we launched Outwood Out There, our community action initiative, empowering pupils to drive positive change. Nearly 100 teams engaged in projects over the 2025 summer holidays, from revitalising green spaces and helping a local hospice, to producing a podcast and facilitating a book exchange. This not only benefited local communities but also improved pupil confidence, leadership, teamwork, employability and overall wellbeing.

Following three competitive rounds of judging, our national bronze, silver and gold winners were announced at a prestigious awards ceremony at the end of January. Over the coming weeks, winning teams will enjoy their all-expenses-paid prize experiences.

Excitingly, Out There is back for 2026 and includes some exciting new changes to make it easier to get involved, including:

- Pupils can now include volunteering done outside of the taught school day (after school, weekends and school holidays) between February half term and 31 August 2026;
- The programme is now open to pupils from Year 1 to Year 13;
- Changes to the judging process mean that the national winners will be announced sooner, at an awards ceremony held in November 2026;
- Pupils will learn project management and risk assessment skills during dedicated curriculum time.

Many of the programme's successes remain unchanged, including:

- Pupils working in teams of between two and four to deliver their projects;
- Teams must register before log books and branded t-shirts are issued;
- Teams should document their planning, risk assessment, impact and volunteer hours in their log book which must be submitted for judging after the summer holidays;
- The competition will continue to be structured around six categories with a range of age-appropriate prize package experiences available to win at school, community and national levels.

To watch the pupil launch video, **CLICK HERE**. Importantly, there is **no charge** for pupils to take part in Out There. Instead all costs are being covered through fundraising, corporate sponsorship and grant funding. To find out more about donating, **CLICK HERE**.

Teach OUTWOOD
Train to Teach with Outwood
www.TeachOutwood.com

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649. Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF. VAT number: 158 2720 04. Outwood Grange Academies Trust is an Exempt charity. A list of Directors' names is open to inspection at our registered office.

Next steps:

1. Pupil Registration
   Your child must register their team using the online registration form. **Only one member of the team needs to complete the form to register all other team members at the same time**. Registration will close at 4pm on Friday 10 July 2026. NB. The form can only be accessed/completed using a school email address.

**Pupil Registration Form**

To register **CLICK HERE** or scan the adjacent QR code (NB. The form is for pupil use only).

2. Parental Consent
   After reviewing the enclosed competition terms and conditions, complete the consent form. **Note, your child will NOT be able to start their volunteering or project activities until you have completed the consent form.** If you have more than one child you wish to provide consent for, please complete a separate consent form for each child. If you would prefer a paper version, please contact school.

**Parental Consent Form**

By consenting you understand that all project activities must take place outside of any school-organised provision for secondary pupils. Please note that you retain full parental responsibility for your child. You remain entirely responsible for their safety, supervision and welfare while they take part in any project activity.

You must ensure that all activities are suitable for your child's age, maturity and capabilities. If applicable, you must communicate all special educational needs (SEN), medical needs, disabilities and allergies to everyone supervising your child. Before any project activity begins, you must be satisfied with all risk mitigation measures.

To consent to your child taking part in Out There **CLICK HERE** or scan the above QR code.

Together, we can empower young people and strengthen communities. Thank you in advance for your support.

Yours faithfully,

Mr G McGrath
Associate Assistant Principal

**Outwood Out There Competition Terms & Conditions 2026**
**Secondary Pupils (Year 7-13)**

Click HERE to listen to an audio version of the terms and conditions.

Outwood Grange Academies Trust (OGAT) is proud to offer Outwood Out There, a flagship student competition, facilitating community action and volunteering opportunities for children and young people within the Outwood Family of Schools. With an exciting range of experiential prizes available to win, Participants must agree to the following competition terms and conditions.

1. **Definitions**
   1.1. Where referred to within this and all associated competition documentation, the following definitions apply:
      1.1.1. "Project Activity" includes any and all planning and preparation meetings, the purchasing or collecting of materials, all travel to and from project locations, the activity itself, any follow-up or completion activities, the recording and documenting of the project. Whilst Participants are engaged in "Project Activities" outside of school-organised provision parental responsibility applies throughout.
      1.1.2. "Participant" refers to a pupil who satisfies the eligibility criteria, has registered and for whom parental consent has been given for them to enter the competition.
      1.1.3. "Team" refers to a group of between two and four Participants who have collectively registered to enter the competition.
      1.1.4. "School-organised provision" refers to clubs and activities taking place outside teaching hours which are organised and supervised by school staff.
      1.1.5. "Designated Safeguarding Lead" refers to the member of staff appointed to take lead responsibility for safeguarding in each school.
      1.1.6. "Taught school day" or "Teaching hours" refers to the standard school day when compulsory teaching takes place.

2. **Eligibility, Participation & Consent**
   2.1. The competition is open to all pupils registered on the roll of an OGAT school in Year 7 to Year 13 at the time of registration.
   2.2. Participants must form a team of between two and four members in order to enter. Teams must comprise secondary pupils (Years 7-13) only. Teams cannot include a mix of primary and secondary pupils due to differing supervisory requirements.
   2.3. Participants must have parental consent in order to participate. This will be obtained by submission of either an electronic consent form found by scanning the QR code or by paper consent form, available from school. Completed consent forms must be received before Participants commence their Project Activity. No other method of consent will be accepted.
   2.4. Project Activities are not part of the school curriculum and as such all Project Activities must take place outside of teaching hours.
   2.5. No Project Activities may be undertaken during School-organised provision.
   2.6. For Project Activities that occur outside School-organised provision, parents/carers retain full parental responsibility for their child. Parents/carers remain entirely responsible for their child's safety, supervision and welfare.
   2.7. Parents/carers must ensure that all activities are suitable for their child's age, maturity and capabilities. If applicable, parents/carers must communicate all special educational needs

(SEN), medical needs, disabilities and allergies to everyone supervising their child. Before any Project Activity begins, parents/carers must be satisfied with all risk mitigation measures.

2.8. Participants, together with their parents/carers, will be responsible for identifying any potential risks associated with their Project Activity. All risks must be recorded on the risk assessment sheet included within the Team's log book. Parents/carers will be responsible for reviewing and approving the risk assessment in the Team's log book.

2.9. OGAT will not review, approve or take responsibility for risk assessments relating to Projects. Parents/carers are responsible for identifying risks associated with the project and must satisfy themselves that those risks have been adequately mitigated through appropriate controls and supervision.

## 3. Registration

3.1. Each Team must register using the electronic registration form found by scanning the QR code. No other form of entry will be accepted.

3.2. Registration will open on Monday 2 March 2026 and close at 4pm on Friday 10 July 2026. No entry received after this time will be considered.

3.3. Only one member of the Team needs to complete the form to register all Team members at the same time. The form can only be completed using a school email address.

## 4. Projects

4.1. The competition comprises six categories:

- 4.1.1. Go out there and build relationships
- 4.1.2. Go out there and be a sustainability superstar
- 4.1.3. Go out there and boost community wellbeing
- 4.1.4. Go out there and build an inclusive community
- 4.1.5. Go out there and make your community safer
- 4.1.6. Go out there and innovate

4.2. Each Team will be responsible for designing their own project which must fit into one of the six categories. The aim of each project must be to have a positive impact on the local community.

4.3. All Project Activity must be completed outside of the taught school day (ie. evenings, weekends and during school holidays) between 2 March 2026 and 31 August 2026. Only activity included within an entry which falls within this timeframe and that has been completed outside of the taught school day will be considered.

## 5. Eligible Activities

5.1. The following out of school activities will count towards the competition for secondary pupils:

- 5.1.1. **Out of school hours during the week (term-time)** - volunteering activity undertaken in evenings during term-time
- 5.1.2. **Weekends (term-time)** - volunteering activity undertaken at weekends during term-time
- 5.1.3. **School holidays** - volunteering activity undertaken during school holiday periods
- 5.1.4. **Volunteering as part of another programme** – such as Duke of Edinburgh award
- 5.1.5. **Volunteering through other organised groups** - such as Salvation Army, Scouts, Guides or Cadets

5.2. Breakfast club, school organised after school clubs and enrichment activities (school-organised activity, usually during school hours) will not count towards the competition.

**IMPORTANT NOTE REGARDING PARENTAL SUPERVISION:**

5.3. For all out of school hours activities (during the week in term-time), weekend activities (during term-time), and school holiday activities, parents/carers are responsible for ensuring that the activities and supervision arrangements are suitable, taking into account the individual needs of their child. OGAT does not provide approval or supervision for these activities. Parents/carers must assess whether their child requires direct supervision or whether, given their maturity and the nature of the activity, alternative supervision arrangements (such as regular contact) are appropriate.

5.4. Activities arranged by an external organisation are the responsibility of that organisation. Parents/carers remain responsible for satisfying themselves that appropriate supervision arrangements are in place for their child's individual needs.

5.5. For activities undertaken through other organised groups, supervision should be provided by the relevant organisation running that provision. Activities arranged by an external organisation are the responsibility of that organisation. Parents/carers remain responsible for satisfying themselves that appropriate supervision arrangements are in place.

5.6. All eligible activities must comply with all other terms and conditions set out in this document, including supervision requirements and safeguarding provisions.

## 6. Data Protection

6.1. The UK General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 sets out the law relating to data protection. All personal details collected as part of the registration and consent processes of this competition will only be used by OGAT for the purposes of administering the competition and in compliance with data protection legislation. Further information about this can be found in OGAT's privacy notice.

6.2. The Data Controller is Outwood Grange Academies Trust whose postal address is Potovens Lane, Wakefield, WF1 2PF.

6.3. No responsibility will be accepted for data lost, damaged or delayed or as a result of any network, computer hardware or software failure of any kind.

## 7. Health & Safety

7.1. Participants must not place themselves or others at risk as a result of participating in the competition. Parents/carers are responsible for assessing any danger and safeguarding risk specific to their child's Project Activity.

7.2. Teams may seek projects in conjunction with existing charities or organisations. In these cases, Participants must comply with the health and safety policies and practices of those organisations.

7.3. Parents/carers retain full responsibility for all aspects of project delivery and safety. If the Project Activity is physically challenging and may pose a risk of discomfort, illness or injury, parents/carers must be satisfied that their child is physically capable of taking part without undue risk to health or life.

7.4. Participants must act lawfully when taking part in the competition and comply with the relevant legislation and regulations.

7.5. OGAT will not be responsible or liable for any loss, damage, personal injury or death occurring as a result of participating in the competition.

## 8. Safeguarding

8.1. Where Project Activity involves working with others (adults or children), parents/carers will be responsible for ensuring the appropriate safeguarding of their child.

8.2. Where Project Activity involves working with an existing charity or organisation, their relevant safeguarding policies and procedures must be followed.

8.3. Where a parent/carer makes arrangements for another adult to supervise their child, to include external After School Club providers, the parent/carer must satisfy themselves of the other adult's suitability.

8.4. Where legally required, parents/carers must ensure compliance with Disclosure and Barring Service (DBS) requirements for working with vulnerable groups.

8.5. Any concerns about the safeguarding or protection of a participant during the competition must be immediately reported to:

8.5.1. The school's Designated Safeguarding Lead where the concern arises during School-Organised Provision;

8.5.2. The local authority's Safeguarding Team where the concern arises outside School-Organised Provision; or

8.5.3. In an emergency, to the Police.

## 9. Fundraising

9.1. Teams carrying out an activity (eg. a bake sale) to raise funds for an existing charity or organisation must do so in their own capacity, making clear that fundraising is being done so 'in aid of' the named charity/organisation and is not 'on behalf of OGAT'. Where applicable, Participants must comply with the charity or organisation's relevant policies and procedures.

9.2. Teams must send all funds raised to the nominated charity no later than six weeks after the event. Where donations are given on condition of a completed event, and the event is cancelled, or Participants do not complete the event, teams will be responsible for contacting donors regarding the return of their donation. Where donations are given without any conditions attached, and the event is cancelled or Participants do not complete the event, the money should be paid to the nominated charity.

9.3. Teams wishing to use the 'Out There' logo, should contact the Out There team (outthere@outwood.com) to request an 'in aid of' logo.

9.4. OGAT will not accept any responsibility or liability for any fundraising activity.

## 10. Costs

10.1. There will be no charge to Participants to enter the competition. Parents/carers, should they wish to, may make a donation towards the competition costs via the donation page: https://www.justgiving.com/campaign/outwoodoutthere2026.

10.2. Teams, together with their parents/carers, will be responsible for organising all aspects of their Project Activity including being responsible for covering all costs incurred.

## 11. Risk Management Provisions

11.1. In respect of out of school activities Participants and their parents/carers will be responsible for ensuring:

11.1.1. The safety and suitability of all travel arrangements including covering any associated costs;

11.1.2. The competent, safe and appropriate use of any equipment/tools including the use of safety equipment;

11.1.3. Any required permissions and licences are obtained from the relevant third party and are complied with in full, including seeking permission to use private property and the responsibility for any property damage;

11.1.4. The supervision and compliance with age restrictions/privacy settings for any online activities including prohibiting the sharing of others' images without consent;

11.1.5. Compliance with applicable food hygiene regulations and safety including the sharing of allergen information;

11.1.6. An assessment of the weather and any environmental conditions on the Project Activity, postponing activities where necessary;

11.1.7. All Participants must be supervised by their parents/carers at all times; and

11.1.8. The duration and intensity of all Project Activities, specifically the age-appropriateness; avoiding extended periods and excessive pressure.

## 12. Liability

12.1. Participation is optional. OGAT is not responsible for organising or supervising any Activities that occur outside School-organised provision.

12.2. Parents/carers acknowledge that OGAT is unable to provide insurance for any Project Activity taking place out of school. Parents/carers are responsible for ensuring appropriate insurance cover is in place for their child or, where insurance cover is not in place, parents/carers acknowledge and accept full financial responsibility for any loss, damage or injury that occurs as a result of their child's participation.

12.3. To the extent permitted by law, in respect of out of school activities, OGAT accepts no liability for Project Activities, third-party interactions, equipment use, transport, supervision failures, safeguarding issues, online activities or food preparation, save for statutory exceptions.

12.4. Participants must not do anything that threatens OGAT's reputation or name. If they do, OGAT has the right to ask Participants to stop the activity immediately.

## 13. Judging

13.1. The competition will be judged against the programme criteria which will recognise Participants' ages, abilities and any additional educational needs.

13.2. Teams' log books will be used as the basis of all judging activities so Participants are encouraged to include as much detail and evidence, including risk assessments, and project impact as possible. Log books must be returned to school by **Friday 18 September 2026**. Any log book submitted after this date will not be entered into the competition and therefore not judged.

13.3. Judging will be tiered in its approach:

13.3.1. Trust-Wide Competition - a judging panel comprising OGAT Trustees, executive leaders and representatives from headline Out There sponsors will judge all competition entries.

13.3.1.1. All competition entries will be judged together and a single, national Out There overall winning team will be chosen.

13.3.1.2. The remaining entries will be then judged against others in the same category, from which a national bronze, silver and gold winning team will be chosen. This will be repeated for each category.

13.3.2. Community-Level Recognition - from the remaining entries for each school community, a judging panel comprising OGAT executive leaders will select three winning Teams. This will be repeated for each school community.

13.3.3. School-Level Recognition - from the remaining entries, a judging panel comprising school leaders will select a single winning Team per school.

13.4. The national overall, bronze, silver, gold and community-level winning Teams will be invited to an awards ceremony where the winners will be formally announced and prizes awarded. All judging will be carried out by the end of September 2026.

13.5. The decision of OGAT will be final. Neither correspondence nor discussion will be entered into.

13.6. OGAT reserves the right to disqualify any Participant who breaches any of these terms and conditions or to withhold or withdraw any or all offerings under this competition if in its opinion entries do not reach the required standard or for any other reason.

## 14. Prizes

14.1. The description of the prizes is not binding and may be subject to change. Prizes will be non-transferable, not exchangeable and have no cash alternative in whole or in part. Statutory rights will not be affected.

14.2. To the extent permitted by law, OGAT will not be responsible or liable to compensate parents/carers, any Participants, nominated persons, finalists or winners, or accept any liability for any loss, damage, personal injury or death occurring as a result of either entering the competition or taking up a prize.

14.3. OGAT will not be responsible for organising or supervising school and community-level recognition prizes. Parents/carers must ensure the supervision and safety of their child whilst taking up any prize activity.

14.4. OGAT will be responsible for the organisation and supervision of national bronze, silver, gold and the overall winners' prize activities following the school's usual educational trips and visits policies including risk assessment, safeguarding and supervision arrangements. In all cases, parental consent will be obtained prior to prize activity taking place.

14.5. Should circumstances require, OGAT will reserve the right to alter, amend or cancel the competition.

## 15. Withdrawal

15.1. Parents/carers may withdraw their consent to their child's participation in the competition at any time by emailing: outthere@outwood.com. If consent is withdrawn, parents/carers will be responsible for notifying any individuals or organisations their child was working with.

15.2. OGAT will treat any withdrawal of consent as purely relating to withdrawal from the competition.

## 16. Intellectual Property

16.1. Ownership of a creation / project is retained by the creator, not OGAT; unless otherwise stated within Out There's competition terms and conditions.

17. **Key Dates**

| Date | Activity |
|---|---|
| 2 March 2026 | Outwood Out There 2026 to launch to pupils and parents/carers. The letter and consent form will be published on the school website.<br><br>Out There electronic Team Registration form opens. |
| From 2 March 2026 | Out There teams able to start their community action projects (provided registration and consent are in place for all Participants) |
| Late March, May & Early July 2026 | Optional targeted SMS reminders will be sent to primary contacts of pupils who have registered but for whom consent has not been provided and to pupils who have yet to register to encourage their participation.<br><br>*Depending on Out There engagement, school will determine if these reminders are required.* |
| 31 August 2026 | Final day for Out There teams to complete their community action projects. |
| 18 September 2026 | Deadline for returning all completed log books to school for judging. Any log book received after this date will not be entered into the competition and therefore not judged. |
| Week commencing 21 September 2026 | All stages of judging will be completed. |
| | Participants' parents/carers will be invited to complete a short participation form. |
| 25 September 2026 | National overall, bronze, silver, gold and community-level winning teams will be invited to the awards ceremony. |
| Week commencing 2 November 2026 | Awards ceremony to be held and all winners will be announced (including school level) |