



## Criteria for running a competition in conjunction with the Department of Education and Children's schools

### Introduction

The Department of Education, Sport and Culture receives many requests from charities/organisations etc to run competitions in schools. All competitions require the approval of the Chief Executive Officer or his senior colleagues to ensure they dovetail with the curriculum and that schools are not overloaded, either in volume or type (eg, art, writing). Regrettably it is not possible to accept all requests to run competitions, however laudable their aims.

### Your approach

Please approach Frances Hampton, Events Organiser, [frances.hampton@gov.im](mailto:frances.hampton@gov.im) or 693830 for permission to run a competition in schools, outlining the criteria, the age group(s) it is targeted towards, deadlines, prizes etc. They will advise whether the competition can be scheduled in to the school year.

Kindly note that, like all other aspects of school work, competitions are planned well ahead so an early approach is advised.

### Competition materials

If competitions are given the initial go-ahead, their organisers should submit for approval a poster or similar, ideally on one side of A4 so it can be displayed in schools, containing the charity/organisation's name and logo, details of the competition plus a closing date and details of where entries need to be delivered to and how/when judging will take place, what prizes are offered etc.

Please note that if inviting multi-media entries, details should be included as to formats acceptable, the address to which they should be emailed etc.

It may be appropriate to submit teachers' notes to assist schools. Again, we would recommend you keep these brief.

Once agreed by all parties, sufficient hard copies of the poster/teachers' notes should be supplied to the Events Organiser for distribution to all schools involved. Competition materials should also be submitted in e-format (PDF) for electronic distribution.

On cost grounds, the Department cannot produce these materials for your charity/organisation.

### Roll-out

The Events Organiser will roll out the competition to schools by:

- Emailing details to Headteachers and/or subject heads as appropriate
- Posting hard copies to schools via the DEC's internal mail
- Creating a page on the website [www.gov.im/education/competitions](http://www.gov.im/education/competitions)

**Closing date**

Please take into account school holiday dates when deciding on the duration of, and deadlines for, competitions. They can be checked via <http://www.gov.im/education/holidays.xml>

**Take-up**

To avoid disappointment, competition organisers are asked to note that it is up to individual schools whether or not they participate in competitions. Schools are inundated with requests to participate in competitions and the like, but may only choose to do so if they have direct relevance to work pupils are doing that term. All competitions will receive equal promotion and no pressure will be brought to bear on schools to take part in competitions.

**Entries**

The Events Organiser will collate hard copy entries from schools on your behalf provided you collect them from the Department at The Slieau Whallian, St John's, Isle of Man, IM4 3AS. For administrative reasons, this cannot be extended to electronic entries.

**Judging**

It may be appropriate for a political member or senior officer from the Department to be a member of the judging panel. All such requests will be considered, although commitments may mean this is not possible.

**Publicity**

It may be appropriate for the Department to participate in publicity surrounding competitions. All such requests will be considered.

**Queries**

If you have any queries, please contact the Events Organiser as per above.

Thank you.

Frances Hampton

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Department of Education, Sport and Culture  
The Slieau Whallian, St John's, Isle of Man, IM4 3AS