



Recess Action Planning Template

This planning template, developed by the Office of Health and Wellness at Boston Public Schools, is meant to be used in conjunction with the [BPS Moves Together Recess Planning Guide](#). If you would like additional recess planning support, please contact Physical Activity Coordinator, Sravanthy Neeraja at sgumidyala@bostonpublicschools.org.

1. Who is on your Recess Team? Designate who is the Recess Team Leader/Coordinator

Name	Title/Role
<i>Ex. Jenny Lopez</i>	<i>Paraprofessional, Recess Team Leader</i>

2. What is your recess vision? (i.e. Active students are better learners, and daily safe, quality, recess for all students will support student health and academic success)

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3. Where is recess held?

Outdoor Spaces & Bathroom Access (i.e. Track, courtyard, playground, park, lots, etc)

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Indoor Spaces & Bathroom Access (i.e. Gymnasium, hallways, designated classrooms, cafeteria, etc)

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4. What is the schedule for the available spaces?

Outdoor Space:

Grade Level(s)/ Class	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Ex. 1st grade</i>	<i>Play Structure</i>	<i>Field</i>	<i>Blacktop</i>	<i>Play Structure</i>	<i>Field</i>

Indoor Space:

Grade Level(s)/ Class	Monday	Tuesday	Wednesday	Thursday	Friday

5. **How do you define inclement weather to determine when indoor recess is held?**
(i.e. We will hold indoor recess when the temperature falls below X degrees, is above Y degrees, in the presence of lightning, etc)



6. What time does recess occur each day of the week?

7. Designate a list of games, what zone or area they will be played in your recess space, and any equipment needs. Consider any equipment that may be needed to create zones to designate different play areas (i.e. cones, tape, etc).

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Indoor Recess:

<i>Ex. Yoga corner</i>	<i>Room 128</i>

Link to recess area map here:

Equipment Needs:

<i>Ex. Cones (for zoning, creating a walking path)</i>

8. How often will games be rotated? (i.e monthly, quarterly, we will introduce a game of the month, all games will be available always, etc)



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9. Where will equipment be stored?

10. Who will be responsible for recess equipment- students, recess supervisors, or both?

- Bringing equipment to recess space:
- Cleaning up equipment after recess:
- Checking for all equipment using checklist:
- Taking equipment back to storage area:

11. How often will recess equipment be inspected for safety needs?

12. How often will recess areas be assessed for safety needs?

13. What are the transitions in & out of recess (signals used, student behavioral expectations, etc)?

Grade Level(s)	Transition into Recess	Transition out of Recess
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14. What is the training plan for recess supervisors and staff?

15. What are the recess guidelines for students? Remember to use positive framing for all guidelines

Ex. 1.) Be Active 2.) Take turns and follow the rules 3.) Be Respectful

16. How will recess guidelines and proper use of equipment be communicated and reinforced? *(Posters/visuals in recess areas, demonstrations of equipment by PE teachers or in assemblies, reiteration at the beginning of recess daily, etc)*

What visuals will be used (recess rules, game rules, maps) and where will they be posted? Who is responsible for maintaining and updating visuals?



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17. How will instances of bullying during recess be addressed?

18. Are there any additional steps that you will need to take to ensure inclusion and access to games and activities for all students?