

### Schools Swimming Service – Primary Schools

#### 1. Service Aims

- To deliver a high quality, professional Schools` Swimming Service.
- To provide all school pupils with the skills to enhance a healthy lifestyle.

#### 2. Service Details

##### Standard Service

- To provide a high quality, efficient and cost effective programme of swimming lessons for pupils attending primary schools that meets the requirements of the National Curriculum Education Standards.

To provide young people with:

- The opportunity to acquire a lifestyle skill that they may utilise and develop throughout their lives;
- A positive and enjoyable perception of swimming;
- A responsible attitude towards water safety;
- An opportunity to excel in swimming.

The Sport and Leisure Services provides the Schools' Swimming Service. The Service comprises of:

- Timetabling.
- Arranging and providing access to swimming pools.
- Arranging and providing transportation.
- Provision of qualified staff.
- Provision of equipment.
- Staff training.
- Administration of awards scheme.
- Liaison with the Education Department, schools, RLSS, Amateur Swimming Association, Sport England and other outside agencies.
- Competitive prices through volume purchasing power for transport, equipment and pool space.

The Service makes use of a number of swimming facilities in the City:

- Fenton Manor
- Dimensions
- New Horizons

**Key Timetable Criteria:**

The service will endeavour, wherever possible to minimise the cost of the provision. Therefore timetables will be based on:

- Lessons taking place between the hours of 09:30 and 15:00
- Schools attending the nearest swimming facility wherever possible
- With the closure of many pools the schedules will change from year to year as we are having to adopt a first come first served system to be fair to all.

The cost of transport is kept to a minimum through the 3 year Transport Procurement Tender.

**However; amendments may be made in certain circumstances but schools are advised that changes must be made before 01<sup>st</sup> May 2016.**

There is a limited amount of water space available in the city – insufficient for all schools. Every effort was made last year to make fair allocations and the same effort will be made.

The National Curriculum standard for swimming needs to be achieved by the end of Key Stage 2 for all pupils.

**If a schools swimming requirements are outside the above recommendations the Service retains the right to charge an additional fee for extra costs incurred.**

**Standard Prices**

The charges have been set, based on schools swimming for 30 weeks per year for Key Stage 1-2 The service is inclusive of basic cost for the service administration, management, equipment and awards scheme (excluding ASA Awards which can be purchased for £2.00).

**Please note all price increases are subject to final confirmation as part of the Councils budget proposals. All schools will be informed of the confirmed price increases in March 2016. Transport costs are not included in the list below as these are not known at this moment in time.**

The Charges of a 30 minute swimming lesson are as follows:	Sept 2014- July 2015	Sept 2015- July 2016	Sept 2016- July 2017
Fenton Manor – 2 areas of the pool and 2 teachers	78.00	85.00	£87.00
New Horizons sole use of pool and 2 teachers	49.00	55.00	£57.00
Dimensions teaching pool and 2 teachers	49.00	55.00	£57.00
Kemball Special School Pool and 1 teacher	49.00	55.00	£57.00

**Cancellation by the Service:**

The service will make every effort to ensure the lessons take place according to the dates on the timetable. Should lessons be cancelled by the service, no charge will be made to the school for the loss of the lessons concerned. Schools will not be charged for sessions that fall on Bank holidays.

**Cancellation by the School:**

Should the school find it necessary to cancel the lesson(s) the school should inform the service by way of a telephone call to 01782 235455

**Schools will be charged for cancelled lessons at the full cost of the Service.**

Additional Services	Price £
Consultation to discuss: <ul style="list-style-type: none"> <li>• Timetabling</li> <li>• National Curriculum Attainment</li> <li>• Risk Assessment</li> <li>• Health and Safety</li> <li>• Education /Training</li> <li>• Top up sessions / After School clubs</li> <li>• Strategies to implement within your School Swimming Programme</li> <li>• Support in delivering inter and intra competitions and activity days for pupils.</li> <li>• Provide support, guidance and information regarding swimming to pupils parents and staff.</li> </ul>	Free

**3. Our Key Performance Commitments**

	Performance Measure
3.1 Excellent central organisation, Management to ensure the day to day running of the scheme.	Number of schools participating in the service
3.2 Efficient, centrally organised City-wide transport arrangements resulting in significant savings to schools on pool hire and transport	Early tendering packs distributed to transport companies to ensure pricing is competitive.
3.3 A specialist adviser to assist with curricular issues	Visits occur on request
3.4 Fully qualified and experienced swimming teachers	All swimming teachers achieving Continuing Professional Development and ASA Accreditation
3.5 Regular monitoring to improve consistency in the quality of teaching and learning	National Curriculum attainment completed and schools informed of their standard.
3.6 Regular professional development for swimming teacher and school teachers	Courses arranged and number of attendances
3.7 A system of staff cover for absent swimming teachers	100% delivery of programme
3.8 Provision of appropriate SLAs to schools	Consulted upon and distributed

3.9	Undertake appropriate customer consultation on service delivery and resolve complaints speedily and effectively	Consulted through the Service Performance review Survey and feedback recognised. Respond to complaints within 10 working days
3.10	Continue to improve the level of achievement in Key stage 2 swimming related activities	Annual publicised statistics on key performance indicators

#### 4. Our Recent Performance on Key Commitments

- The Schools Swimming Service has been made available to :  
All Primary Schools. 58 have made use of the service.  
(Remaining schools purchase through the County/ other programme resulting in 100% Primary School provision.)
- Service Level Agreements were distributed on time to all schools
- All ASDO visits occurred as planned.
- All staff employed are fully qualified to a minimum ASA Standard Level 2 and National Pool Lifeguard Qualification.
- National Curriculum School attainment figures were provided and feedback given to schools on performance.
- The Service was identified by the Government as a practice of “Best Value” and has been used as a case study in the Swimming Charter published by the Department for Education and Skills.
- New staff employed have all received training in Child Protection, equity and disability awareness.
- 98% of staff absences were covered.
- Response to complaints were monitored, all were dealt within 10 days.
- The number of pupils achieving National Curriculum Key Stage 2 water skills awards or above in 2013-2014 was 74%.

#### 5. Your Responsibilities

- To be proactive in promoting the benefits of swimming and to develop own swimming policies.
- To follow the guidelines of the Education Swimming Policy (August 2006 up dated October 2008)
- Schools to make every effort to adhere to the transport schedule pick up times, both to and from the facility as supplied.
- Arrange for school teaching staff to be well prepared for lessons through the use of the ASA National Teaching Plan which was distributed to all schools.
- Provide a primary teacher + another adult with each group (1 teacher + 2 other adults if number of pupils is more than 35).
- Ensure all medical conditions and history of illness is communicated to swimming teachers; records must be kept by swimming teachers and attending school teacher.
- Arrange for additional supervision of any pupil with particular medical conditions or special needs.
- Schools to keep records of achievement and pass on pupil’s attainment figures to High Schools.

#### Expectations of the Accompanying Teacher

The schoolteacher is professionally responsible for the children – however, the swimming teacher is responsible for all water safety issues.

- The School teacher will always take an active role in the teaching on poolside – training can be provided by the Service. (See Additional Services.)
- The school teacher will discuss any problems with the swimming teacher.
- The school teacher will liaise with the School Swimming Service where necessary.
- The School teacher will take overall responsibility of the safety of the pupils during the journey to and from the school and report immediately any issues that occur to the School Swimming Service on 01782 235455.
- Provide Risk assessments for all activities.
- The school teacher will ensure that all children remove jewellery and are wearing appropriate swimwear.
- The school teacher will keep records of attainment in each class.

### **Role of the Swimming Teacher**

The swimming teacher is responsible for the water safety of the pupils involved in the lesson and will be responsible for the content, quality and teaching outcomes. They will also provide support to school staff less competent and confident in the teaching of swimming and will delegate teaching responsibility according to the needs of the class and the school staff expertise.

The role of the swimming teacher is to deliver a high quality scheme of work to achieve teaching outcomes for the pupils and to take overall responsibility for the safety of the pupils when in the water. The swimming teacher will:

- Communicate a clear role for the class teacher in the event of an emergency.
- Discuss with the class teacher at the beginning of every lesson the numbers in the group, their health and any specific individual medical knowledge necessary for a safe working environment.
- Teach children the knowledge required within the National Curriculum.
- Provide lesson plans and swimming teaching aids (NTP/Tops Cards) to support the class teacher.
- Plan, develop and monitor the swimming programme
- Preparing schemes of work appropriate to pupils' age, ability and interests.
- Be familiar with the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool.
- Be familiar with the emergency equipment provided running emergency drills every term with each class.

### **Education Swimming Policy**

The Service has provided all schools and swimming teachers with a copy of the Education Swimming Policy.

The purpose of this document is to provide guidance on safe practice during school swimming, whether at a school pool, hydrotherapy pool or public pool.

The information provided is not exhaustive but covers three main areas:-

- Schools Education Policy
- Swimming Teacher Code of Practice
- Good Practice in the Teaching of Swimming

These policies aim to support all those involved in the development and delivery of the Schools Swimming Service through the provision of clear guidance on some of the many issues which impact upon the provision of the Service. The Policy will be up dated as and when required / or every 3 years.

All schools are required to follow these guidelines. Copies can be downloaded from the school swimming website, [www.stoke.gov.uk/schoolswimming](http://www.stoke.gov.uk/schoolswimming) along with all of the other forms required, i.e. class lists; awards order form; term dates etc.

## 6. Contacts

The helpdesk can be contacted in the following ways:	<ul style="list-style-type: none"> <li>• Telephone: 01782 235455</li> <li>• Via team-mail to <a href="mailto:school.swimming@stoke.gov.uk">school.swimming@stoke.gov.uk</a></li> </ul>
Transport emergency:	<ul style="list-style-type: none"> <li>• 01782 324466</li> </ul>
Your primary contact for these services, should you have any comments or queries not suitable for processing via the helpdesk is:	Swimming Development Coordinator Greg Clarke Fenton Manor Sports Complex City Road Fenton Stoke-on-Trent ST4 2RR Tel: 01782 235455
Any unresolved complaints relating to this service should be made to:	Roger Moore General Manager Sport and Leisure Services   Economic Development, Culture and Sport   Place Directorate

### Useful information

Amateur Swimming Association [www.britishswimming.org](http://www.britishswimming.org)

British Swimming Coaches and Teachers Association [www.bscta.com](http://www.bscta.com)

Department for Education and Skills [www.dfes.gov.uk](http://www.dfes.gov.uk)

Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

The Physical Education Association of the United Kingdom [www.pea.uk.com](http://www.pea.uk.com)

Royal Lifesaving Society [www.lifesavers.org.uk](http://www.lifesavers.org.uk)

Royal Society for the Prevention of Accidents [www.rospa.co.uk](http://www.rospa.co.uk)

**\*Amendments may be made in certain circumstances and pool space availability. Schools are advised that changes must be made before 1<sup>st</sup> May 2015.**

#### Please contact

Swimming Development Coordinator  
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City Road  
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Tel: 01782 235455