

Dear School Swimming, Organiser

School Swimming Agreement 2024/25

Please find the 2024- 25 hire agreement for school swimming with Places Leisure - Northumberland.

We will continue to use Swim England's School Swimming and Water Safety Charter. The Charter has been designed to support schools and lesson providers in helping pupils reach the national curriculum standards by the end of Key Stage 2. It includes water safety, core aquatic skills and the **three** national curriculum PE swimming outcomes by the end of year 6.

- Safe Self Rescue - Perform safe self-rescue in different water-based situations
- Swim 25m - Swim competently, confidently and proficiently over a distance of at least 25 metres
- Range of Strokes - Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke

To find out more information please visit

[Swim England - School Swimming-& Waters Safety Charter](#)

As we continue to develop our **School Swimming App**, please can you provide us with your pupil's information as soon as possible prior to the pupil's attending lessons, this will allow us time to upload the information and report on the pupils National Curriculum attainment at the end of the term.

The information we require is their UPN, First Name, Last Name, Year and medical information.

Agreement of Pupil Numbers

Places Leisure are committed to providing two swimming instructors for each school swimming session and therefore will apply a minimum charge of (20 X £2.70) for each lesson.

We ask for the member of school staff to sign in the number of those swimming at reception. Reception holds a School Swimming sign-in sheet, which you will be responsible for completing and signing on your arrival. You must note the number of pupils both in and out of the water; you will only be invoiced for those pupils swimming, not for those spectating the session.

The minimum pupil number you have agreed to and submitted via the school's booking form, will be the minimum charge your school is invoiced for in advance. We therefore advise that you take into consideration any absences you may have on a weekly basis.

Your school will not be issued any form of credit notes. If your school has less pupils attending than submitted on your booking form.

Any additional pupils over the submitted number will be charged at £2.70 per pupil accordingly, and your invoice will reflect this.

Agreement of Dates

We ask each school to provide us with precise list of dates that you will require for each half term. Any dates not submitted for that period, will be charged. These can be selected on the booking form

Any confirmed dates during that period, that you do not attend will be subject to a cancellation charge of 50% (£30)

Please note that this will include any Strike Days or unexpected events.

The dates for 2024-2025 are based on [Northumberland County Council Term Dates 2024-2025](#)

- Autumn 1 - W/c 2nd September 2024 to W/c 21st October 2024.
- Autumn 2 - W/c 4th November 2024 to W/c 16th December 2024.
- Spring 1 - W/c 6th January 2025 to W/c 17th February 2025.
- Spring 2 - W/c 3rd March 2025 to W/c 7th April 2025.
- Summer 1 - W/c 28th April 2025 to W/c 19th May 2025.
- Summer 2 - W/c 2nd June 2025 to W/c 14th July 2025.

We offer the schools the flexibility to amend the number of pupil's attending the school swimming program prior to the commencement of each half term block. It is the responsibility of the school to advise us of any changes prior to the commencement of the new block of lessons.

Any changes to these numbers need to be emailed to northumberland@pfpleisure.org

Charges and Invoice Arrangements

The cost per pupil for 2024 - 25 is calculated at **£2.70 per 30 Minutes** per pupil, per lesson.

Payment of Invoices

You will be invoiced a month in advance and the invoice will display the total number of pupils that have swum each week in that monthly period. Any additional pupils attended above the minimum numbers attended will be charged retrospectively the following month. This will display the quantity of additional pupils for the previous month on an additional line.

As per our T&Cs, you will be invoiced for the minimum number of pupils you have confirmed on your School Swimming Form.

We will not issue credit memos/notes for any number of pupils below the minimum number you have confirmed.

Your invoice will still have a 30-day payment term. Payment will be made via BACS

Provision of Suitability Qualified Staff

Our aim is to provide all schools with an assurance that all our swimming instructors are Level 2 qualified, providing quality instruction and experiences for all your pupils.

All lessons will be safeguarded by independent lifeguards or swimming instructors holding appropriate pool lifeguard qualifications or swimming rescue test qualifications.

The number of Swimming Instructors will be based on a ratio of 1:20. Up to a maximum of 40.

Schools can request an additional instructor over and above these ratios at a cost of £21.00 per hour (£10.50 per 30 min lesson. This is subject to availability and must be agreed.)

The Swimming Coordinators for your area are;

Sarah Aisbitt – North – Alnwick and Berwick – sarahaisbitt@pfpleisure.org

Kaye Weatheritt – Southeast – Blyth and Concordia – kayeweatheritt@pfpleisure.org

Valerie Hopper - Central – Ashington and Morpeth – valeriehopper@pfpleisure.org

Kate Anderson – West – Hexham, Prudhoe and Ponteland – kateanderson@pfpleisure.org

Places Leisure - Northumberland look forward to working with your school over the next academic to help more children learn this vital life skill.

If you have any questions regarding your booking, please email me at

markseymour@pfpleisure.org

Yours sincerely

Mark

Mark Seymour

Contact Swimming Manager

Hire Terms and Conditions

1. Changing Facilities

- 1.1. Access to the site may be made 15 minutes prior to the start of the booked swim slot. Please sign in at reception the number of pupils swimming and collect keys where necessary before entering the changing rooms.
- 1.2. The pool and changing rooms may be used by members of the public and may not be **exclusive** for school use. Where possible, we will provide dedicated Group changing rooms. When using the group changing rooms, please ensure all personal clothing and possessions are placed on the benches. Schools may be asked to use the lockers to store their belongings. This will allow the following school to use the group changing rooms. In the case of school using the lockers, lockers will be allocated for school.
Please ensure no valuables are left unattended.

- 1.3. Before entering the water, we ask pupils to use the toilet and take a pre swim shower.

2. Swimming Instruction & Supervision

- 2.1. Poolside Supervision by qualified lifeguard/swimming instructors will be provided by Places Leisure - Northumberland.
- 2.2. Places Leisure - Northumberland will provide an appropriate number of swimming instructors based on the numbers on booking. Additional Instructors may be requested and would be charged at the appropriate rate, or where a concern is identified by the Swimming Coordinator.
- 2.3. It is the responsibility of the school to take all proper and necessary precautions for the prevention of accidents to all persons using the pool or those persons present on the premises in attendance with the school.
- 2.4. A member of school staff are required to be with each group of swimmers. This is to help ensure an effective lesson is delivered.

3. Poolside Safety

- 3.1. The school agrees to the code of conduct set out by Places Leisure - Northumberland to always ensure the safety of all pupils during the school swimming session.
 - Pupils should not enter the water until told to do so by their Swimming instructor.
 - Correct swimwear should be worn, swimming trunks or tight-fitting swim shorts, one-piece swimming costumes. No baggy board shorts or bikinis.
 - Long hair must be tied up or a swimming hat worn.
 - No jewellery, including earrings or watches should be worn. Please can the school staff enforce this.
 - Our Swimming Instructors need to be aware of any medical conditions or SEND information may impact the safety of the pupil/s or the session.
 - To ensure the safe and effective delivery all lessons pupil information must be disclosed prior to the session.

- Any medication that a pupil may require must be readily available on poolside and is the responsibility of the school staff to administer.
- No food or drink should be consumed within the changing area or poolside unless for medical reasons.
- Any school staff or pupils not swimming must remove outdoor footwear when entering the changing areas. Pool shoes i.e., flip flops can be worn. Blue overshoes will not be provided.

3.2. No Mobiles are to be used under any circumstances on poolside or in the changing areas.

4. Attainment Data, Awards and Certificates

4.1. The school must provide us with the UPN, First and last name, Year group and any medical conditions that may impact their safety or safety of others. Places Leisure Northumberland will provide an excel register template. These needs be completed a minimum of three weeks prior to the first lesson. Paper registers will not be accepted.

Failure to provide pupil information will result in Places Leisure Northumberland being unable to provide KS2 reports

4.2. Places Leisure Northumberland will provide the National Curriculum Attainment data on request. (see 4.1)

4.3. Only assessment and awards carried out by Places Leisure Northumberland will be acknowledged.

5. Cancellations & Charges

5.1. Active Northumberland reserves the right to cancel this agreement due to necessary maintenance and/or unforeseen circumstances beyond our control. Should a cancellation of session/s occur then no charge will be incurred

5.2. The school will have the right to cancel any session/s. Any sessions cancelled in addition to the pre-arranged dates, including the school being closed due to inclement weather, strike days or unexpected events, will be charged at 50% of the minimum number of agreed pupils.

5.3. To cancel your session due to unforeseen circumstances you will need to send an email to your area Swimming Coordinator (see list below) as well as

northumberland@pfleisure.org and markseymour@pfleisure.org

Failure to send an email to all may affect your invoice.

Sarah Aisbitt – North – Alnwick and Berwick – sarahaisbitt@pfleisure.org

Kaye Weatheritt – Southeast – Blyth and Concordia – kayeweatheritt@pfleisure.org

Valerie Hopper – Central – Ashington and Morpeth – valeriehopper@pfleisure.org

Kate Anderson – West – Hexham, Prudhoe and Ponteland – kateanderson@pfpleisure.org

5.4. A fee of £2.70 - 30 minutes or £5.40 - 60 minutes per pupil, per lesson and will be charged accordingly by Places Leisure Northumberland to the school. This charge will be based on the number of pupils signed for or the submitted number of pupils on the booking agreement form.

5.5 Credit notes will not be provided if less than the agreed number of pupils attend the lessons.