

St Peter's School Association

Registered Office: St Peter's School The Green Cassington Witney Oxon OX29 4DN
Telephone: 01865 880443
Registered Charity No 1023888

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Dear Parents

Under an arrangement with the Governors, the SPSA make the school pool available outside of normal school hours including weekdays, weekends and school holidays for St Peter's School and foundation unit families for family led structured swimming sessions¹. (Weather permitting and subject to lifeguard availability) Swimming is a skill for life and the SPSA are keen to support St Peter's school families to achieve this. Such use is subject to certain rules and this pack is aimed at informing you of these. The SPSA also request a modest financial contribution of £25 (per family) and a subscription form is also therefore enclosed.

The rules are in line with the document 'Safe Practice in School Swimming Policy, Guidance & Procedures', Oxfordshire County Council 2014. The aim is to safeguard our children as far as possible when they are in the pool.

The following details are attached:

1. A booklet containing the Rules, a Normal Operating Plan and an Emergency Action Plan. These are to ensure the safe operation of the pool. Please read them and sign the subscription form to say that you have received them, understood them and agree to abide by them.
2. A Subscription/Registration Form to sign-up for 'out of normal school hours' use. On the reverse of this is information about Delegation of Responsibility should you wish your child(ren) to swim whilst regularly in the company of another adult. (ad hoc delegation of responsibility is not allowed at poolside)

Please return the Subscription/Responsibility form and money before you wish to use the pool. All families who wish to use the pool must be registered in advance with the school office and admission will be declined if not previously registered.

You will see that the rules allow guest swimmers. This will require the host parent to accept responsibility for their guests who will be unfamiliar with the pool and the rules for its safe enjoyment.

At all times the lifeguard is in charge. All parents or adult in charge must take responsibility for the behaviour of their children. They must also stay at the poolside to watch their children at all times, any parent must be prepared to act as supervisor to assist the lifeguard. This duty includes taking fees, completing the register and assisting the lifeguard in an emergency. Lifeguards will carry a mobile phone to contact the Emergency Services.

We must stress the importance that pool users follow all of the rules. They are there to safeguard the children and pool users. You will be aware that safety issues are subject to ever increasing regulation, and this places great demands upon the trained, but voluntary lifeguards and helpers. Remember, lifeguards are parents just like you, please ensure you and your children respect their decisions at poolside.

We hope for a good summer so that we can enjoy the opportunities that having our own pool provides.

Yours sincerely
The Pool Team SPSA

¹ A family led structured session requires the parents or adult in charge to be involved in assisting the child/children with swimming techniques, for the purposes of the parent lifeguard qualification.

ST PETER'S SCHOOL ASSOCIATION

AFTER SCHOOL SWIMMING 2017- *what you need to know!*

All children swim during the school day and in order to maximise its use the pool is open after school, at weekends and during the summer holiday.

The pool will be available for use as soon as the council agree that the pool is fit for use but we do need help to ensure the smooth running of the pool and rely on parents to volunteer in a number of ways – the more who offer the easier it becomes. Perhaps you can help in some of the following areas:-

BECOME A LIFEGUARD

A qualified lifeguard must be on duty for every swimming session. We are grateful to those already training/retraining this year. **Ours is a small School. Don't assume that someone else will do it for you!** We need at least 6 new faces to qualify please put your name down for this as soon as possible so that you can join the training in 2017 and ensure that the pool can open. Remember, the more people that help, the less everyone has to do.

JOIN THE MAINTENANCE TEAM

A small group of parents form our pool maintenance team and we need extra volunteers every year to replace those that leave. They ensure that the pool is clean and safe for the children by "hoovering" debris, checking chemical levels and adjusting if necessary, and replacing the cover every evening. Training for this will be given. A flexible rota exists to ensure that duty days suit the volunteers' other commitments.

For more information please contact the maintenance team co-ordinator, Angela Ritchie 07849 229608.

TIMETABLE

The timetable for after school swimming is:

- School weekdays. (Monday to Friday inclusive) Pool will be used during usual School hours plus, 3.00pm to 4.15pm. At the lifeguards discretion in hot weather the pool may stay open until 5.30pm at the latest.
- Weekends and School Holidays (Summer...Half Terms etc.). Pool will be used 3.00pm to 4.15pm or 5.30pm in hot weather for family led structured swim, or at other times at the discretion of a willing lifeguard. NO use of pool before 11 am on a Sunday.

Please note these times are subject to Lifeguard availability and the pool passing it's daily tests.

SAFETY

Each session is supervised by the parent 'lifeguard' who holds the 'RSS swimming teachers and coaches' qualification. All parents and carers are expected to maintain the usual school standards of behaviour during the swimming sessions and ensure the swimming specific rules are followed at all times during the sessions.

THIS IS PARAMOUNT FOR THE SAFETY OF EVERYONE

New for 2017 is the maximum number of children you can supervise at the swimming pool.

- **3 non swimmers** (including children who are not swimming but on poolside)
- **5 able swimmers** (including children who are not swimming but on poolside)

When the pool reaches, or is near to maximum capacity adult swimmers may be requested to leave the pool. A rotation system is used during peak times.

COST- new for 2017

We ask for a contribution of £25.00 to register families participating in the scheme (no fee for lifeguards) This covers all eligible family members for swimming after school and during the school holidays. In addition swimmers pay £1 each session, adults accompanying young children in the pool £1, guest swimmers £2.

You will appreciate that these contributions in no way cover the full cost of operating the pool, which is subsidised by the School Association and the school itself, but are vital to keeping the pool open.

Should you wish your family to participate in after school swimming, please complete and return the attached form, together with your fee as soon as possible.

Children whose parents have not paid the contribution will regrettably not be able to swim after school or during the summer holidays, nor will they be allowed to swim as a guest of a paying member.

Thank you for your support in helping to keep the pool open and safe for our children.

ST PETER'S SCHOOL SWIMMING POOL SUBSCRIPTION FORM 2017

Please return your payment together with this form and the delegation of responsibility form, where applicable, to the school office as soon as possible.

NAME OF PARENT/GUARDIAN

CHILD'S NAME

CLASS

.....
.....
.....
.....

I would like my child(ren) to attend after school swimming YES/NO*

My child(ren) have a medical condition prejudicial to safety whilst swimming
e.g. asthma, epilepsy YES/NO*

If "yes", please give brief details below.

.....
.....

I have read, understood and agree to abide by the Rules and Pool Safety Operating Procedures.

SIGNED

PLEASE ENCLOSE YOUR £25 CONTRIBUTION CHEQUES ARE PREFERRED TO CASH: MADE PAYABLE TO ST PETER'S SCHOOL ASSOCIATION. If your child recieves Pupil Premium Funding they may be entitled to a reduction in the contribution. Please speak with Mrs Millward (headteacher) if you think your child may be eligible.

*delete as applicable **NB: Please don't forget to complete the Delegation of Responsibility form overleaf if applicable.**

Delegation of Responsibility

Parents are entitled to permit their children to swim whilst in the company of another adult, provided such adult accepts responsibility for that child by signing the 'Delegation of Responsibility' register at the poolside. Parents introducing guests must also sign the register. Prior to signing the register, such adult will be required to read the following warning:

“An adult by signing in this register confirms that they accept full responsibility for the 'safety, care and control' of any child on whose behalf they have signed.”

Please fill in the slip below if your child is in the care of a named adult on a **permanent** basis such as childminder/family member who regularly will be bringing your child to the pool

Delegated responsibility for ad hoc sessions (i.e you are looking after a child whilst the parent is at work) will be signed for at the pool side.

1. I,, by signing this form, do confirm that full responsibility is given to for the safety, care and control of my child during out of school swimming time.

2. I, confirm that I accept this responsibility during out of school swimming time.

1. signed please print name

2. signed please print name

Date

SWIMMING POOL REGISTER FOR EACH SESSION

DATE.....

Each adult, by signing this register, confirms that they accept full responsibility for the 'safety, care and control' of any child that is present at the pool with them for the session above.

Please sign for all children in your care.

	Child name	Adult name	Adult signature	Amount paid
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The maximum ratio for adult to non swimmers for supervision is 3 and includes children who are not swimming but in your care.

The maximum ratio for adult to able swimming children for supervision is 5 and includes children who are not swimming but in your care.

If you are attending with a mixed group the ratio of adults to the number of non swimmers cannot be exceeded.