

Dear School Swimming, Organiser

School Swimming Agreement 2023/24

Please find the 2023/24 hire agreement for school swimming with Active Northumberland.

Please read this agreement carefully as we have made some changes.

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

<https://www.swimming.org/schools/school-swimming-water-safety-charter/>

As we continue to develop our **School Swimming App**, please can you provide us with your pupil's information a minimum of 3 weeks prior to the pupil's attending lessons, this will allow us time to upload the information and report on the pupils National Curriculum attainment.

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

Agreement of Pupil Numbers

Active Northumberland are committed to providing two swimming instructors for each school swimming session and therefore will apply a minimum charge of (20 X £2.60) for each lesson.

We ask for the member of school staff responsible for your pupils to sign in the number of those swimming at reception as they enter the facilities.

The minimum pupil number you have agreed to, and submitted on your school's booking agreement, will be what your school is invoiced for.

We therefore advise that you take into consideration any absences you may have on a termly basis.

Your school will not be issued any form of credit note/memo. If your school brings less pupils that what you have submitted on your booking agreement.

Any additional pupils that have attended, the school will be charged at £2.60 per pupil. Your invoice will reflect the number increase.

Agreement of Dates

We ask each school to provide us with precise list of dates that you will not require for each half term. Any dates not submitted for that period, will be charged.

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.

We will give 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 activefinance@activenorthumberland.org.uk

Charges and Invoice Arrangements

The cost per pupil for 2023/24 is calculated at **£2.60 per 30 Minutes** per pupil, per lesson.

Payment of Invoices

Your invoice will be sent to you on a half termly basis. An example being your invoice for all the sessions taking place in the first half term (4th September to 27th October) will be sent to you on our November 2023 run.

The invoice will display the total number of pupils that have swum in the termly period. This is the minimum number of pupils that you have stated will be attending the session, plus any additional pupils. For example, if your minimum number is 25 pupils, and you attend eight 14:00 -14:30 sessions in the half term with no additional pupils, it will display the quantity of pupils for that 14:00 - 14:30 session as 200.

As per our Ts&Cs that you have agreed to, you will be invoiced for the minimum number of pupils you have confirmed on your School Swimming Form. We will not be issuing 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 should be made via the methods on the reverse of your invoice. We ask that you read the payment methods carefully as certain information is required for our Accounts department to match your payment with the invoice on our finance system. If our Accounts department does not receive the correct information as stated, you will risk your account being overdue and the possibility of your sessions to be stopped.

A gentle reminder, if you are paying your invoice via cheque, you must ensure both your Customer number and Invoice number are on the reverse of your cheque. The cheque should be made payable to Active Northumberland and sent to the following address below.

Cashiers Department
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Please do not send any cheques to any of our sites, or Head Office address.

All our Site Reception teams now hold a School Swimming sign in sheet which you will be responsible for completing and signing on your arrival. You will be required to note the number of pupils both in and out of the water. To confirm, you will only be invoiced for the pupils that have entered the water, not for the pupils spectating the session.

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 £20.00 per hour (£10 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 – saisbitt@activenorthumberland.org.uk

Kaye Weatheritt – Southeast – Blyth and Concordia – kweatheritt@activenorthumberland.org.uk

TBC – Central – Ashington and Morpeth – kbincliffe@activenorthumberland.org.uk

Kate Anderson – West – Hexham, Prudhoe and Ponteland – kanderson@activenorthumberland.org.uk

Active 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

mseymour@activenorthumberland.org.uk

Yours sincerely

Mark

Mark Seymour

Aquatic Development 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 Active Northumberland.
- 2.2. Active 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.

3. Poolside Safety

- 3.1. The school agrees to the code of conduct set out by Active 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 should be tied up or a swimming hat worn.
- **No jewellery, including watches and earrings should be worn as per your school PE guidelines.**
- Swimming Instructors need to be aware of any medical conditions or SEND information may impact the safety of the pupil or 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.**

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. Active Northumberland will provide an excel register template. This MUST 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 Active Northumberland being able to provide KS2 reports
- 4.2. Active Northumberland will provide the National Curriculum Attainment data on request. (see 4.1)
- 4.3. Only assessment and awards carried out by Active 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) activefinance@activenorthumberland.org.uk and mseymour@activenorthumberland.org.uk

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

Sarah Aisbitt – North – Alnwick and Berwick – saisbitt@activenorthumberland.org.uk

Kaye Weatheritt – Southeast – Blyth and Concordia – kweatheritt@activenorthumberland.org.uk

Kerry Bincliffe – Central – Ashington and Morpeth – kbincliffe@activenorthumberland.org.uk

Kate Anderson – West – Hexham, Prudhoe and Ponteland – kanderson@activenorthumberland.org.uk

and activefinance@activenorthumberland.org.uk mseymour@activenorthumberland.org.uk

Failure to send an email will affect your monthly invoice.

- 5.4. A fee of £2.60 - 30 minutes or £5.20 - 60 minutes per pupil, per lesson and will be charged accordingly by Active 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.