



Welcome to Taunton School Swim School, we're delighted that you have chosen for your child to learn to swim with us.

Please take some time to read the joining instructions and terms & conditions of membership below. Once you have read and understood these, please return a signed copy to learntoswim@tauntonschool.co.uk or Taunton School Swim School, Taunton School, Staplegrove Road, Taunton, Somerset, TA2 6AD. Should you have any questions, please feel free to contact us on learntoswim@tauntonschool.co.uk or 01823 703155.

Joining Instructions and Terms & Conditions

1. Staff

- 1.1. All swimming teachers, lifeguards and water helpers have undergone a DBS check prior to their working at Taunton School.
- 1.2. Taunton School swim school aims to provide a consistent swim teacher for each class. Should a teacher be absent, Taunton School swim school will endeavour to provide a cover teacher, however we reserve the right to join classes together if considered appropriate to avoid cancellations.
- 1.3. Swimming teachers are required to undergo regular Continued Professional Development sessions, to ensure that best practices are followed and teachers are kept up to date on qualifications and training.
- 1.4. Swimming Teachers are only responsible for pupils during their swimming lessons and parents and/or guardians are responsible at all other times. The swimming lesson begins when the Swimming Teacher accepts charge of the pupil and ends when the lesson finishes.

2. Attendance

- 2.1. Should your child be unwell, we recommend that you do not bring them to their swimming lesson. If they have suffered from sickness or diarrhoea in the previous 14 days, we politely request that they do not attend their swimming lesson.
- 2.2. In the event of your children being unable to attend due to illness or holiday, we request that you inform us at your earliest opportunity. Please see section 13 for information regarding ongoing illness.

3. Swimwear

- 3.1. All children should wear tight fitting costumes/trunks. Baggy costumes/trunks can restrict movement.
- 3.2. Children are strongly encouraged to wear a swim cap. Should you wish to purchase a Taunton School Swim School silicone cap (please see picture below), these are available at a cost of £6.00 and should be ordered with your first payment.



4. Behaviour

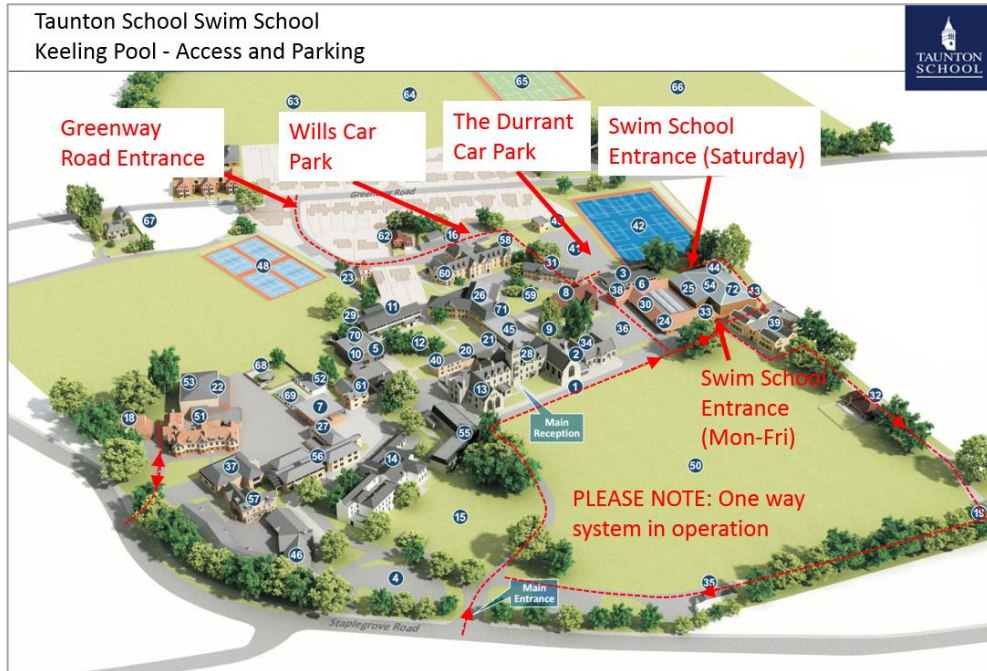
- 4.1. It is expected that your child is attentive during the session, and listens to what the teacher is asking them to do.
- 4.2. Should a child be misbehaving or distracting to other children in a lesson, they may be asked to sit out for a short period of the lesson. Should the rare occasion occur that poor behaviour continues after warnings and sitting out, the teacher may ask the parent/guardian to remove the child from their lesson. If this situation arises, there will be no refund for the time missed during the lesson.

5. Parking and Access

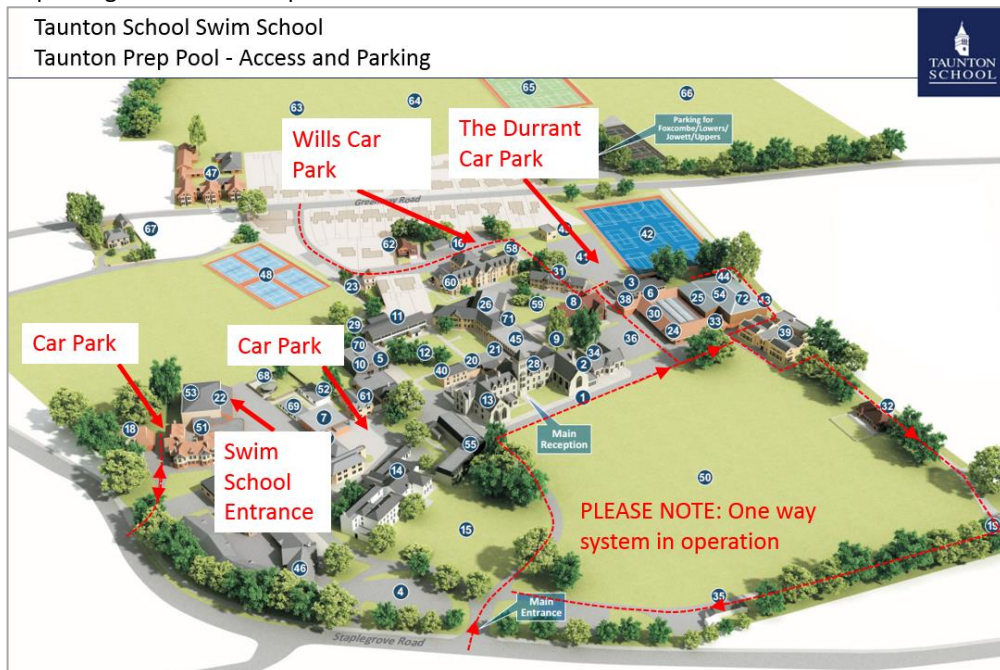
- 5.1. Please be aware that there are a significant number of pedestrians around the Taunton School campus, particularly at swim school arrival times.
- 5.2. Please note the one way system in operation on the school site.



- 5.3. For sessions in Keeling Pool: Vehicular access to the swim school should be from Greenway Road, with parking available behind Wills boarding house and in the Durrant car park (please see map below). Please ensure that parking is in allocated spaces.



- 5.4. For sessions in Taunton Prep Pool: Vehicular access to the swim school should be from Greenway Road or Staplegrave Road. Parking is available at various locations across the site, marked on the map below. Please ensure that parking is in allocated spaces.



6. Pool Closure and Cancellation of Sessions

- 6.1. In the event of a closure or cancellation, we will make every attempt to contact you as soon as possible, and will update the website and social media.
- 6.2. All parents/guardians are encouraged to supply us with mobile telephone number and email address to enable quick contact.



7. Changing Rooms

7.1. Please ensure that you use the changing room allocated for the Taunton School Swim School on each visit. Signs will be placed on the relevant doors.

8. Programme

8.1. We aim to fit the Taunton School swim school programme around Somerset County Council term dates. As public holidays are not the same for every school, some lessons will take place on local public holidays. Programme dates will be published on the Taunton School website www.tauntonschool.co.uk/swim-school.

9. Pupil Progression

9.1. Upon signing up to the Taunton School swim school, you will be provided with a link to access your CoursePro HomePortal account. Your child's progress towards each stage of the Learn to Swim programme will be recorded here and updated after each session, enabling you to track your child's progress weekly.

9.2. Pupils must complete all skills criteria for a stage before being considered to move up a group. Pupil progression is at the swimming teacher's discretion. Progression to a higher stage is subject to availability in that class.

9.3. Successful completion of a stage is rewarded with a certificate and badge. These will be awarded termly at our end of term presentation evening. Please note that there will be a charge for Swim England badges.

10. Viewing

10.1. Parents are permitted on poolside in both the TPS Pool and Keeling Pool.

10.2. We request that spectators remain in the allocated seating area during the sessions to avoid distraction to the teachers and children.

10.3. Please make every effort to ensure footwear is clean.

10.4. No photography or filming is permitted on poolside.

11. Communication

11.1. Communication between Taunton School swim school and parents/guardians will primarily be via email. Please ensure that you provide us with up to parent/guardian contact details.

11.2. In addition, we will endeavour to publish any announcements on the Taunton School website and social media.

12. Payment

12.1. An initial payment is required of £47.50 to cover your child's first 10 sessions with Taunton School swim school. This payment can be made by card, cheque or BACS payment.

12.2. For card payments, please contact us on 01823 703155 to pay over the phone, or visit us in Site Services during office hours.

12.3. For BACS payments, please use the following details.

- Sort Code 40-44-04
- Account No. 81781235
- Please use Reference TSSS_ followed by your child's name (eg. 'TSSS_JoeBloggs')

12.4. For cheques, please make payable to 'Taunton School'

12.5. After this, payment is on a rolling basis through the CoursePro home portal. CoursePro will notify you when you have 3 sessions remaining, and you can then choose to 'top up' for 10 sessions online.

13. Cancellation and Refund Policy

13.1. Should a child miss a single lesson due to illness or holiday, there will be no refund made.

13.2. If a child cannot attend for a number of lessons in a row (minimum of 3 consecutive lessons) for medical reasons, at the manager's discretion we may be able to credit those sessions prior to the next payment instalment if a doctor's note is provided and we are made aware of this. Please ensure you contact us at the earliest opportunity should this situation arise.

13.3. In the event that you wish to leave Taunton School swim school, you may do so in writing to learntoswim@tauntonschool.co.uk or Taunton School Swim School, Taunton School, Staplegrove Road, Taunton, Somerset, TA2 6AD. You will receive a refund for any pre-paid lessons, less an administration fee of £15.00.

14. Child Protection

14.1. Taunton School fully recognises its responsibilities for child protection. The Children Act (1989) and Safeguarding Children and Safer Recruitment in Education (2007) state that the "welfare of the child is paramount". As a school we therefore place the welfare of our pupils at the centre of our working practices.

14.2. We ask that you follow the guidelines set out below:

- 14.2.1. Do not access any areas other than those allocated for the swim school at the permitted times;
- 14.2.2. Do not access the pupils' changing rooms;



- 14.2.3. Maintain open and unambiguous behaviour towards children at all times;
- 14.2.4. Report inappropriate behaviour towards a child (whether from an adult or a child) to a member of staff or directly to the Child Protection Officer (Ed Burnett 01823 703821) immediately. If in doubt, report it.
- 14.3. Our Child Protection Policy outlines our practices in more detail and can be found on the School's website (www.tauntonschool.co.uk). In it we outline our approach to safeguarding children which includes:
 - 14.3.1. Establishing a positive, supportive, secure environment in which children can learn and develop;
 - 14.3.2. Ensuring we practise safer recruitment in checking the suitability of all staff to work with children;
 - 14.3.3. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
 - 14.3.4. Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
 - 14.3.5. Supporting pupils who have been abused.
- 14.4. If you have any concerns about this guidance, please contact our child protection officer Ed Burnett on ed.burnett@tauntonschool.co.uk or 07490493059.

15. Data Protection

- 15.1. Taunton School is committed to comply fully with the Data Protection Act 1998. Taunton School fully respects your privacy, and has a Data Protection policy to ensure data is handled correctly.
- 15.2. By providing your personal data, you are agreeing to its storage and use by Taunton School.
- 15.3. Taunton School will not share your data with any third parties unless permitted to under the Act, including for example disclosures in respect of the prevention or detection of crime, the assessment or collection of tax or duty, disclosures required by law or by order of a court, disclosures for the purpose of or in connection with any legal procedures.

I confirm that I have read, understood and agree to the Joining Instructions and Terms & Conditions set out in parts 1 to 15 above.

Name: _____

Relationship to Child: _____

Signed: _____

Child/Children's Name: _____

Date: _____