



HOLMEWOOD HOUSE SWIM SCHOOL GUIDELINES



Welcome to the Holmewood House Swim School.

We hope that you will take some time to read these notes, as they will help you get the most out of your child's swimming lessons with us.



Fully qualified instructors will be working to criteria laid out by Swim England (the sport's national governing body). The classes normally have a maximum of eight students. All students will be working to specified programmes and their progress will be continually assessed.

The instructors aim to help your child achieve as much as possible from their swimming lessons. At times you may feel that their progress is slower than anticipated but it must be remembered that each child is an individual and will therefore progress at different rates. A child may need to stay at the same level for several terms before the instructor feels that they are ready to move on to the next level. Please respect their decisions and rest assured that they are trying to do what they feel is best for your child.

All the instructors will have a lifesaving qualification and in addition to this, there will also be another lifeguard on duty during the lessons. On occasions, a teacher who is training may be taking your

child's class, but they will be under the supervision of a fully qualified teacher.

The teachers are friendly and approachable and would be pleased to answer any queries that you may have about the lessons. However it would be appreciated if you could keep any queries to a minimum between lessons as the teachers need time to consolidate their previous lesson and plan for the next one. If your query requires more than a short answer please leave your name and telephone number and you will be contacted at a convenient time.

We aim to offer a comprehensive programme of lessons and other activities. A separate programme is published together with the criteria expected for admission to the classes.

Child Protection Policy

There are occasions when teaching swimming that a "hands-on" approach may be beneficial to progress. This technique will only be used in the following instances:

1. Where it is essential to support a swimmer during the early stages of swimming.
2. To develop a skill or technique by placing the swimmer in the correct position.
3. To treat an injury eg a nosebleed.



Medical conditions

It is very important that you inform us of any medical conditions that may affect your child's swimming. We would also be grateful if you could inform us of any ways in which we may help your child during their swimming lessons.

Don't forget to keep us up to date if there is a change in a condition or if a new condition develops. You will have received a medical

information form with your booking details. Please ensure that these are completed and returned before your child's swimming lessons commence, even if your child has no known medical or other conditions.

Photo permission slips

You will receive one of these with your receipt confirming lessons. We do occasionally wish to take some general pictures of the children in the pool to put on our website. We will not name the children. Please delete and sign the appropriate part of the sheet and return it to us.

Entry/exit to the school and parking

The school operates an unofficial one way system through the school grounds to try to ensure everyone's safety. Therefore please always enter the school via Barrow Lane and exit via Hither Chantlers and Holmewood Ridge. Parking is available opposite the Jubilee Theatre and on and around the tennis court area near the Sports Hall/playing field. Please be aware that school pick up times can be very busy and match days (usually Wednesday and Thursday) are also very busy. Please be patient and respect any school staff requests. There is a 5mph maximum speed limit throughout the school grounds. Please adhere to this.

Arriving for lessons/ changing rooms

There are separate male and female changing rooms (signs on external doors). All children should remove their outdoor shoes in the entrance lobby and place their shoes in the racks provided. We would ask you to supervise your children in the changing room and ensure that they store their clothes neatly in the baskets provided. We would also request that all children visit the toilet before entering onto the poolside for their lessons. All children are asked to wait QUIETLY on the poolside bench until called by their teacher for their lesson.

As part of the school child safeguarding policy No males are allowed in the female changing rooms at any time and vice-versa. If a female has a male carer with them they should change in the male changing room if they need adult support. If this causes a problem please speak to a member of the Swim School staff.



Food and Drink in the changing rooms

Please note no food and drink are allowed in the changing rooms. Please eat these outside and use the bins provided for any litter. Thanks in advance for your co-operation,

Waiting during lessons

There is some seating normally available in the Jubilee Theatre foyer and some tables and chairs under the outside canopy. If you choose to stay outside, the grass area above and behind the cricket pavilion should be free. However if any school activities are taking place there please respect these. Please supervise your children at all times. We request that you do not stand by the entrance doors to the pool as we and the children need unrestricted access to and from the pool at all times.

Collecting from lessons

Please ensure that you are available to collect your child immediately after their lesson has finished. Note: lessons are of 30 minutes duration. We would again appreciate you supervising your child in the changing area.

We do not allow parents/carers to watch their child's lesson each week due to the proximity of the seating to the pool. It is distracting for both the children and instructors. You are invited to watch the last lesson at the end of each term so you can see the progressions your child has made during the course of the term.

Swimming kit

Girls - one piece swimsuits are preferred.

Boys - close fitting swim trunks please. Swim shorts are totally impractical for swimming lessons as they become very heavy when wet and tend to drag the legs down in the water and therefore make swimming correctly very difficult.

Hats - all children are required to wear a swim hat. There will be hats available for purchase if required. These cost £5 per hat. To prolong their use we suggest that you rinse them out after use and then, when dry, put a little talc in them. This also ensures that they are easier to put on.

Jewellery - no jewellery should be worn whilst swimming, including waterproof watches and earrings, as they can constitute a safety hazard.

Please ensure that your child has collected all their belongings before leaving the building. It is helpful if you can name all your child's kit as we can then return it to you if they leave anything behind. We hold lost property for three months before disposing of it. Please come and ask if you think your child has left any items behind.

Please check that your child only takes their own kit home after lessons. If, by mistake, they have accidentally picked an item up which does not belong to them please let us know and return it as soon as is practical.



Illness

If your child is ill or unable to attend their swimming lesson for any reason we do appreciate you letting us know. You can either do this by phone 01892 860035 or email bstevens@holmewood.kent.sch.uk.

Refunds

We regret that refunds are not normally given. They may be given in exceptional circumstances. Please speak to the Swimming Manager to discuss if necessary.

The instructors reserve the right to move your child to an alternative class if the class that they have been booked into is not correct for their ability.

We reserve the right to cancel any class with insufficient numbers.

Weather

If we have any inclement weather, which may affect lessons such as snow and ice we will endeavour to contact members via e-mail, to confirm if lessons are taking place. If Holmewood House School itself is closed due to poor weather conditions it is safe to assume that swimming lessons will not take place either.

Check on the Holmewood House website, www.holmewoodhouse.co.uk for closures.

If the snow does cancel lessons the Swim School will try and offer an extra week at the end of the term (however this will be as a good will gesture and not obligatory).



Feedback

We would welcome any feedback from you regarding the Swim School. If you have any questions please do not hesitate in contacting the Swim School manager Ben Stevens on bstevens@holmewoodhouse.co.uk.

We hope that your children enjoy their swimming lessons with us.

Mr Ben Stevens

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Swimming Manager