



# Coventry Swim School

## Welcome Booklet

Lynng Hall Sessions

Coventry Swim School  
Sponsored by



# Introduction and Welcome

## Welcome to Coventry Swim School.

This welcome booklet details our lessons, structure, awards, services and facilities that we can offer you and your child. Our lessons range from swimmers aged 4 years up to adults and include beginners through to confident competitive swimmers.

We aim to make lessons informative and enjoyable centred around low teacher to pupil ratios, quality teaching by qualified instructors and the use of assistant teachers and young volunteers where suitable. We follow the Swim England Awards scheme providing swimmers with tangible rewards throughout their swimming journey.

For further information, timetables and availability please visit our website [www.coventryswimshool.co.uk](http://www.coventryswimshool.co.uk) or speak to one of our volunteer co-ordinators at your local site.

Jo Deakins- Director & Swim School Manager  
[Joanne.deakins@coventryswimschool.co.uk](mailto:Joanne.deakins@coventryswimschool.co.uk)

Su Boulton- Director & Lyng Hall Co-ordinator  
[Su.boulton@coventryswimschool.co.uk](mailto:Su.boulton@coventryswimschool.co.uk)

Jess Jelley- Alan Higgs Club Night Co-ordinator  
[Jessica.jelley@coventryswimschool.co.uk](mailto:Jessica.jelley@coventryswimschool.co.uk)

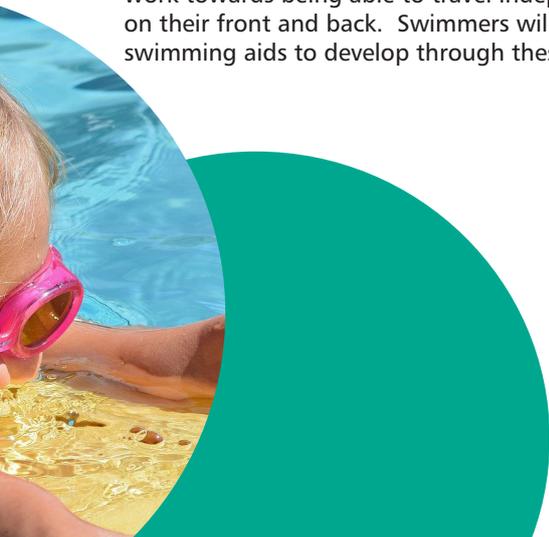


# Lesson Scheme

At Coventry Swim School we follow the Swim England Awards Stages. Following this pathway means that your child will learn all four competitive swimming strokes; front crawl, backstroke, breaststroke, butterfly.

## **Beginners; Stage 1 and 2**

Swimmers begin to develop basic movement skills and water confidence, lessons are designed to be enjoyable and develop safety and movement awareness. During stage 2 swimmers work towards being able to travel independently for 5 metres on their front and back. Swimmers will use floats and swimming aids to develop through these stages.



## **Improvers; Stage 3 and 4**

During stage 3 swimmers work towards swimming for 10m on their front and backs as well as submersion to pick up objects from the bottom of the pool. During stage 4 swimmers focus on kicking techniques and often swim in deeper areas of the pool where they cannot touch the floor. This means they work on treading water and other water safety skills.

## **Advanced; Stage 5, 6 and 7**

In stages 5, 6 and 7 focus turns to developing the whole stroke over progressive distances. During stage 5 there is more focus again on sculling, treading water and rotation skills.

During stage 6 swimmers focus on co-ordinating the whole strokes as well as preparing for exercise and water safety. Stage 7 begins to introduce competitive swimming turns and techniques ready for swimmers to progress into competitive swimming.



# Pathways

Once a child completes Stage 7 we are in a unique position at Coventry Swim School to be able to move them into a Pre-Squad level. Pathways is our transition group to City of Coventry Swimming Club.

The aim of the pathways sessions is to give your child an introduction to what competitive swimming is about and to help them make the transition into the first of the training squads in City of Coventry Swimming Club.

Swimmers are introduced to Swim England Competitive Laws preparing swimmers whilst still continuing the development of their swimming skills and strokes.

Pathway sessions are held on Friday nights and Sunday afternoons at the Alan Higgs Centre.

Swimmers in this group are welcome to enter the Swimming Club Sprint Night which is held on a monthly basis on a Friday Night at the Alan Higgs Centre.

## City of Coventry Swimming Club

City of Coventry Swimming Club is the only competitive swimming club in Coventry and prides itself on being able to provide resources for all members to achieve their full potential in the world of swimming, whether that be continuing to swim for fitness and skill development, starting out on the competitive ladder at Club & County level or moving through to National/International level culminating with having placed swimmers on Olympic & Paralympic Teams. Further information can be seen at [www.coventry-swimming.org.uk](http://www.coventry-swimming.org.uk)



## Coventry Water Polo Section

Part of City of Coventry Swimming Club the water polo section is a strong force within water polo in Great Britain. There are Men's, Women's, Youth & Junior teams that compete at local, National & International level. The women's team are currently in the top 5 in the Country. Once completed stage 7 water polo may be something to try. The junior sessions are held on Sunday nights at the Alan Higgs Centre. For more information please contact [waterpolo@coventry-swimming.org.uk](mailto:waterpolo@coventry-swimming.org.uk)



# What to bring

Starting swimming lessons can be a big step for both children and parents. Before the first lesson it is a good idea to familiarise yourself with the pool and facilities.

You can start preparations for the first swimming lesson by double checking the start date, time, stage and teacher. Ensure that you get your child to the pool with enough time to get your child changed and ready for the start of their lesson.

You will need to bring swim wear, towel, hair band and brush for long hair, shampoo and shower gel for after the lesson. Swimming hats and goggles are optional, although swimming hats are recommended as they can stop long hair getting tangled during lessons. The Swim School has it's own swim hats that can be purchased from the Club Night desk on the way in.

Swim wear should be appropriately designed for swimming. Bikini's, baggy costumes and board style shorts can all negatively affect movement through the water.

Goggles should be correctly sized before the start of a lesson. Swimming teachers may ask for these to be removed to practice certain swimming skills.

No jewellery should be worn during a swimming lesson including sports watches. Religious or medical bracelets are allowed but should not distract the swimmer during the lesson.

Swimmers should be dropped off ready to swim at the entrance to poolside in the shower area. Once swimmers are dropped off here, they will be assigned a specific area

(depending on swimming lesson ability) to sit and wait for their teacher to come and collect them, volunteers will be around to direct swimmers as necessary.

At the end of the lesson swimmers will be returned to the shower area where all under 8's must be met by a parent/responsible adult.

## Swimmer of the Week

Each week the Teachers can nominate a swimmer for 'Swimmer of the week' that they feel have done really well in that lesson. This could be for example because the swimmer has achieved something they have been trying for ages to achieve, because they have listened really well, have tried their hardest or had good attendance amongst other reasons. Swimmer of the week is a certificate that can be collected from the desk at the entrance. The swimmers work hard to be the swimmer of the week and it is great to see their faces when they find out they have been chosen!

## Badges & Awards

For each stage there are a number of criteria that the swimmers have to achieve in order to be ready to move up to the next stage. You can track your swimmers progress through the home portal on the Course Pro software, the percentage that is shown is how far through the stage they are in terms of completion. Once completed the stage we sell badges and certificates that the swimmers can have. We also have distance badges for when certain distances are completed i.e. 5m, 10m 25m, 100m etc. All of these are available to purchase from Sue at the desk.

# Technology Use (Course Pro and Tablets)

On joining Coventry Swim School your swimmer will have a **CoursePro** account created, this holds information about them and their progress through the Swim England awards. Teachers will assess swimmers each lesson and will update their progress when necessary using tablets in waterproof covers available to them on poolside. Parents and guardians are able to log in to a Home Portal which shares this information.

## Sign Up Process

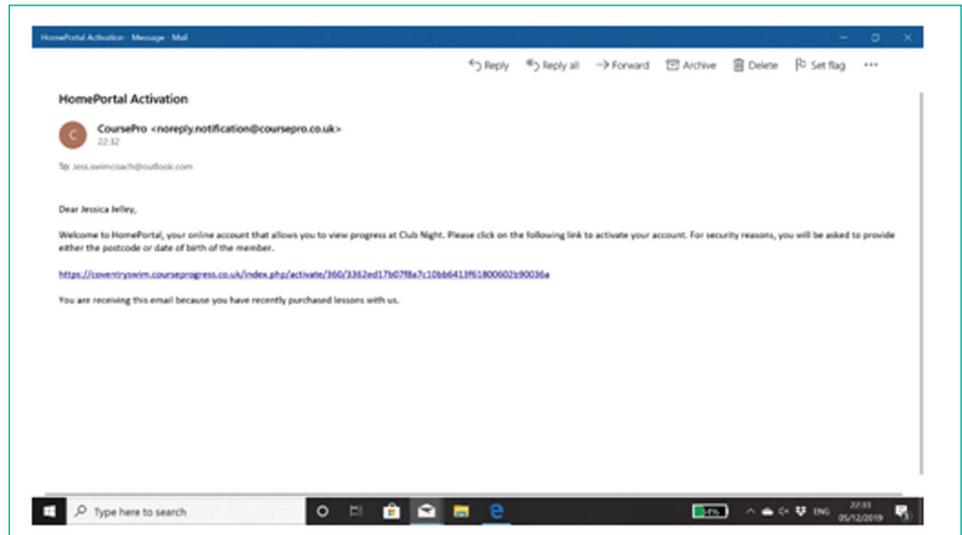
### Step 1:

### Welcome Email

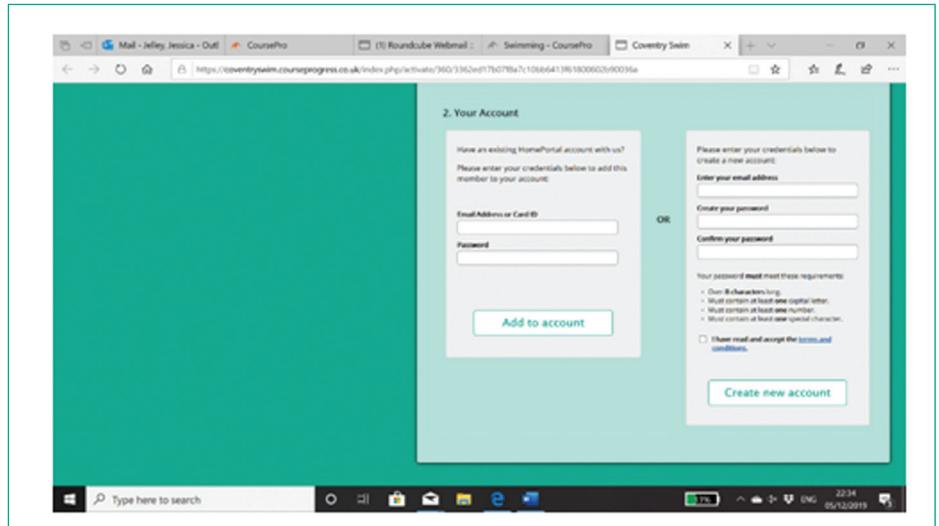


We will use the **CoursePro** system for all future movements through the swim scheme, when your swimmer is ready to move classes the teacher will mark them as competent on their tablet and let you know they are ready to move. Within the next week you will receive an email from a member of the swim team offering spaces within the next stage, your place will not be confirmed until the email has been replied to and a space accepted.

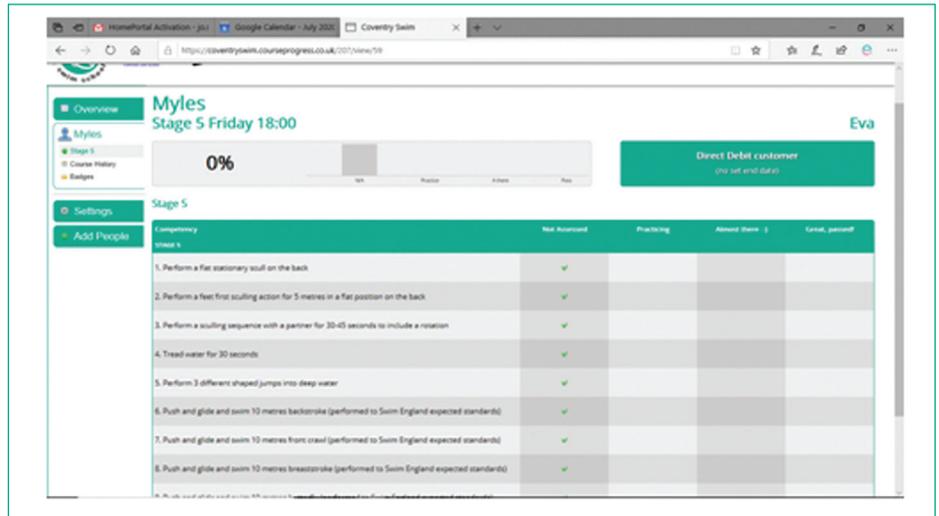
Once a place has been accepted you will be able to log into the Home Portal and view your swimmer's new class information; stage number, time and teacher.



## Step 2: Create an account



## Step 3: View your swimmers progress



# Behaviour, conduct, time keeping and spectating

## Behaviour and Conduct

The Swim School has a code of conduct for swimmers, parents/responsible adults and staff. These can be found within the terms and conditions of the swim school and on the swim school's website [www.coventryswimschool.co.uk](http://www.coventryswimschool.co.uk)

Please follow the code of conduct for the benefit of all that attend our swim school. In the unfortunate situation that this is broken procedures will be followed.

## Time Keeping

To get 100% out of your lesson we advise that you are on poolside waiting for your lesson 5-10 minutes before the advertised start time so the teaching staff can greet your swimmer and ensure they get the maximum time with them. We aim to start and finish each lesson on time so if late then this can cause disruption to your swimmer but also others who have already started their lesson. Any swimmers arriving later than 10 minutes after the start time may not be admitted to that lesson in line with our terms and conditions.

## Spectating

At our Lyng Hall site parents/responsible adults are permitted to be on poolside and sit and view the lessons from poolside. No outdoor shoes are allowed on poolside so please either utilise the blue shoe covers or remove your footwear. Please ensure any other children brought along are supervised 100% of the time as the Swim School are not responsible for looking after them. This is also applicable in the changing rooms, reception area and car parks.

# Young Volunteer Programme (YVP)

We are in a unique position at Coventry Swim School to have a great supporting network of current and previous competitive swimmers who volunteer across our swim school sites. These Young Volunteers are starting out on their swimming teacher journeys and under the guidance of the the qualified teachers and assistant teachers they assist with the operation of the lessons. This enables them to gain valuable experience before looking to gain their first formal teaching qualifications when they turn 16 years age.

The age range of the young volunteers are 14-18 years and the aim is to build their confidence in swim teaching and leading so when they turn 16 and take part in an Assistant Swim Teaching Course they are as best prepared as they can be.

Our Qualified Swim Teachers and Assistants act as mentors to these Young Volunteers and share their experience and knowledge around teaching. The Young Volunteers are also invited and supported in taking the Young Aquatic Helpers Course which is a qualification specifically for 14-16 year olds.

Occasionally we may use the most experienced of these Young Volunteers to step up and become the assistant teachers within a class setting. This will only take place after sufficient risk assessments have been conducted.

# Swimmers with additional needs

Our qualified Swim England teachers deliver the Swim England learn to swim programme understanding that everyone should be treated as an individual and will have different needs.

They will adapt their lessons accordingly so that all learners have the opportunity to learn to swim in a mainstream setting and feel included.

Learners with a SEND will be able to make progress through the Learn to Swim Programme using the same core Awards scheme but may be exempt from some skills where he or she is physically unable to ever achieve them.

These learners may also receive extra support and encouragement as they make smaller steps. This will be done through complementary Swim England Awards such as:

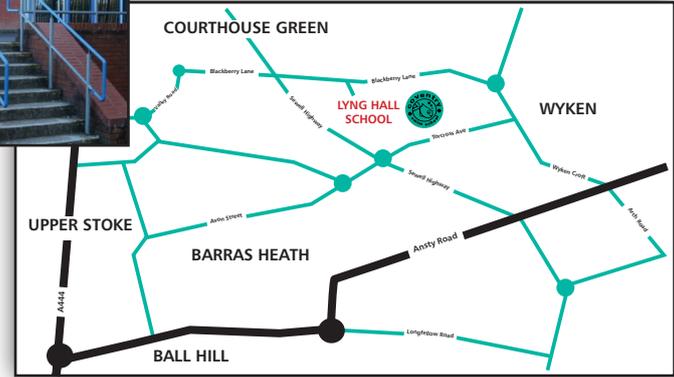
- **Alpha Step Awards**
- **I CAN Awards**
- **Water Skills Awards**



## Location

Your Child's lesson location is:

**Lyng Hall School**  
**Blackberry Lane**  
**Coventry**  
**CV2 3JS**



## Adult Lessons

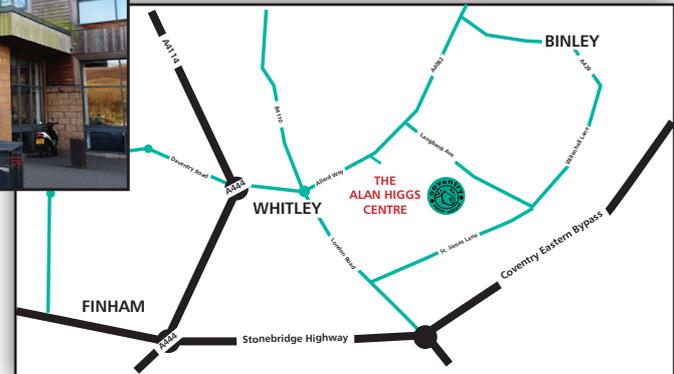
We run lessons for adults looking to learn to swim, these are on a Friday evening:

**Mixed gender class:** 5.00-5.45pm  
**Female only class:** 6.00-6.45pm

If interested please contact us for more details.

We also run Children's lessons at:

**The Alan Higgs Centre**  
**Allard Way**  
**Coventry**  
**CV3 1HW**



## Contacts

Lyng Hall Co-ordinator - Su Boulton  
[su.boulton@coventry-swimming.org.uk](mailto:su.boulton@coventry-swimming.org.uk)

Swim School Manager - Jo Deakins  
[joanne.deakins@coventryswimschool.co.uk](mailto:joanne.deakins@coventryswimschool.co.uk)  
07815 835526

## Terms and Conditions

**Enrolment Conditions** - Places are allocated on a first come first served basis. Demand can be high so prompt registration is advised. All parents and swimmers must agree and adhere to the Coventry Swim School Terms & Conditions and Code of Conduct and by accepting the booking you are saying you understand and agree to them. A place cannot be confirmed unless a direct debit has been set up. Payments can only be made by Direct Debit. If you wish to take a holiday during the month, you will still be charged for the full month. You will of course retain your place on the course for that month.

**Data Protection** - The member consents to Coventry Swim School processing any personal data they provide as a result of enrolment/re-enrolment. Data will not be sent to any third party. We follow all the GDPR guidelines and have a Swim School GDPR Policy and privacy policy that you can be found on the Swim School website.

**Waiting Lists** - There are a maximum number of participants for each session. Should classes be full then a waiting list will be put into operation. As soon as a new place becomes available, in the appropriate ability level, you will be offered that place. Please inform Coventry Swim School as soon as possible if you no longer wish to be kept on the waiting list.

**Refunds (New members)** – You have the right to cancel within seven days of sending the first payment for lessons. If you do wish to cancel the first month of lessons you must contact the Swim School in writing requesting the cancellation. The Swim School will then refund full payment to a bank account of your choice. After the seven days have passed you will be classed as an existing member and the below cancellation policy will come into force.

**Cancellations (existing members)** - All requests to cancel membership must be made in writing, with supporting medical evidence if relevant. Cancellations received at least 15 days prior to the start of the course will not be charged, any advance payments made will be refunded in full on request. Cancellations received 7 -14 days prior to the start of the course will be subject to a cancellation charge of £10.00. If you cancel your place later than 7 days prior to the start of the course that you have enrolled and paid for no refunds will be applicable. Refund/Credits are not given if your child refuses to get into the water or you change your mind. Coventry Swim School reserves the right to change or cancel a course at any time. Arrangements will be made to reschedule where possible if not refunds will be payable.

Missed classes cannot be refunded or carried over to following courses, but may be taken at a different time at the same location if space is available – maximum 2 catch up lessons per 10 weeks. These are non-transferable to a new month course. Any cancellations due to pool closures or made by the Swim School will be credited to the swimmers accounts.

If you have any issues you would like to raise in relation to your child's lessons, please contact the Lead Teacher at each site straight away, as it is more difficult to address these if it is not addressed.

**Medical** - When you sign our terms & conditions, you take responsibility for the fact that, should you answer 'yes' regarding any medical conditions you or your child might have, you've checked things out with your doctor before starting with us. This responsibility is passed on to any other responsible adult who might bring your child swimming. Medical conditions must be disclosed to Coventry Swim School

regarding the health of your child for the purpose of attending swimming sessions. All information received is treated in confidence and with sensitivity.

If your child has a heavy cold, sinusitis or an ear infection we recommend they do not swim. Refunds are not given for missed lessons due to sickness. Following on from sickness we request your child be clear of any symptoms for 48 hours prior to attendance at class. Adults and children must not swim if they have had a diarrhoeal illness in the past 14 days, as advised by the NHS. For swimmers who are out of the water under Doctor's orders please see individual site policies below.

**Re-enrolment/Class progression** - Swimmers already having lessons with Coventry Swim School will have priority on places provided they re-book and pay on time. Reminders will start to be emailed out to existing swimmers to re-enrol weekly from week 7 of the current course until places are booked and paid for. If we do not receive your payment by the start of Week 1 on the next course then your child's place may be allocated to another person and you may lose your swimmers place. If you have a change request, please speak to Su Boulton to discuss the options. Payment is due before the start of any lessons. Term dates are detailed on the Coventry Swim School website

**Staff** - All Instructors are Swim England qualified, insured and experienced swimming teachers and hold the relevant RLSS & safeguarding certificates. We pride ourselves on our high Instructor to swimmer ratio, ensuring your child will receive above average attention. As some physical contact with your child is unavoidable all staff adhere to Safeguarding Procedures and are DBS checked. Coventry Swim School reserves the right to replace advertised Teacher where unavoidable. If an instructor is unwell or cannot attend a session, Coventry Swim School will endeavour to provide a cover teacher.

**Pool closure** - Pool closures happen on rare occasions, making it necessary to cancel lessons. If it is possible we will text all available numbers we have for you, email and place a post on the Swim School Facebook pages. If you are not re-enrolling then we will provide a refund for that lesson missed.

**Lost Property** – Coventry Swim School does not accept responsibility for any damage or loss of property or articles left on the premises (whether being worn or left in the pool/changing rooms) or within the grounds/car park of the premises. This also applies to the car park & parking. Please make sure you are parked in the allocated parking spaces only. Please do not park on any grassed areas.

**Child Supervision** – The responsible adults must supervise children at all times inside and outside the pool building and parking areas. All users of the pool are to make themselves familiar with the pool's rules. The responsible adults are responsible for their children at all times in the changing area and entrance area. They should always be under the direct supervision of a responsible adult who is not taking part in the lesson and never be left unattended. Children running on wet surfaces can very easily slip and hurt themselves. Children are not Coventry Swim School's responsibility until the Teacher takes them. Parents should remain in the pool building when their child/ren is/are swimming. In the absence of any proven negligence, lack of due diligence or breach of duty by the instructor(s) or Coventry Swim School, the participation of you, your spouse/partner, child or those in whose care you have placed your child for the purpose of attending or observing Coventry Swim School sessions is done so entirely at your and their own risk. Any incident must be reported to Coventry Swim School immediately. Coventry Swim School shall not be held responsible for any personal injury or fatality that may occur.

Responsibility for all applications of swimming practised outside of the Coventry Swim School classes both now and in the future is borne by you and not Coventry Swim School. Coventry Swim School does not take any responsibility for the application of any Swimming practices described or shown in books and videos. The recommendations, ideas and techniques expressed and described in Coventry Swim School classes, as well as in books and videos endorsed by Coventry Swim School cannot be regarded as a substitute for the advice of qualified medical practitioners. Any uses to which the recommendations, ideas and techniques are solely at your discretion.

**Drop off/collection swimmers** – It is recommended that children over the age of 8 years change in their own gender changing rooms. If this compromises the responsible adult's wishes, please request with Su Boulton the use of the disabled changing room situated by the usual changing rooms. All swimmers should then be taken onto poolside and wait for the swim teacher to collect for the lesson. Swimmers under 8 can get changed in the gender changing rooms of the responsible adult bringing them. All swimmers will be returned to their responsible adult on poolside by the main teacher on their lessons.

**Poolside & changing room photography** - No filming is allowed to be undertaken of any swimmer before, during or after a swimming lesson, even if it is your own child and no one else is in the shot. This is in accordance with Swim England safeguarding guidelines that Coventry Swim School operates under. Anyone considered to be abusing this guideline will be asked to refrain from doing so, persistent non compliance will mean that person being asked to leave the poolside/balcony.

Coventry Swim School reserves the right to use our photographs for publicity purposes. However, in each instance we will endeavour to inform you first. All Coventry Swim School photography, logos and illustrations are the copyright of Coventry Swim School (or credited party). Any scanning or reproduction of any of the above without our written agreement will be regarded as being in breach of our copyright and dealt with accordingly. Coventry Swim School cannot be held liable for the actions of third parties and, therefore, excludes to the fullest extent possible by law, any liability arising from a breach of this section headed "Poolside & changing room photography" by any party.

**Home Portal** - Parents are invited to register on the Home Portal. Lessons are recorded and progress will be updated by the teachers on a weekly basis. When your child is awarded a badge, you will be informed by email, and any moves in lesson times as a result will be communicated to you in a similar manner through the Home Portal.



# Coventry Swim School Code of Conduct

**Swimmers** - Swimmers should not eat for at least 1 hour prior to swimming. Please arrive for the teaching session on time, any swimmer arriving more than 10 minutes into the lesson may not be granted access. As a general rule of thumb, do not enter the pool area more than 10 minutes prior to your lesson start time. Whilst you are waiting for your class, please keep poolside noise down to a minimum so that all lessons can take place in a calm and peaceful atmosphere. Only enter the pool (water) once your teacher has invited you to do so. Listen to what your teacher tells you. If you don't understand, please ask. The following action is seen as disorderly behaviour: running, diving, jumping, ducking, fighting, bombing, shouting and throwing items. If you are warned and behaviour persists you will be asked to leave. Do not 'dangle' babies into the water at the side of the pool, you may be asked to leave the pool area and not continue your session if this occurs. Swimming goggles, including those with ophthalmic prescription lenses, may be worn at the wearers own risk. To avoid injury the wearing of spectacles in the water by a swimmer during a session is not recommended.

Care of spectacles is the responsibility of the responsible adult for the swimmer. Jewellery can be a hazard and should not be worn during swimming, including earrings. Appropriate swimwear should be worn at all times in the swimming pool and communal changing areas. During lessons the swimmer's responsible adult must not interrupt or communicate with the teacher, distract the pupils or approach the poolside, unless it is a matter of health and safety, as you may endanger the safety of the swimmers and other pool users. Please ensure long hair is tied up.

**Pool Safety** - In the event of any emergency the person in charge will follow the pools emergency action plan (EAP). All swimmers and spectators will immediately stop what they are doing and wait quietly for further instructions. Should it be necessary to clear the pool, when the instruction is given, all swimmers will move to the sides of the pool, leave the water and stand back from the side. Should it be necessary to evacuate all spectators, instructors and swimmers from the building no attempt should be made to recover possessions from the changing rooms or anywhere else within the building. In the interests of hygiene all swimmers must shower and go to the toilet before they enter the water as this helps to keep the pool clean and maximises their learning time. Do not take any food or drink into the changing rooms.

No buggies in the changing rooms, please leave them outside. Shoes must not be worn in changing areas and pool hallway, all shoes are to be left by entrance doorway or the blue shoes provided to be worn. Babies and toddlers are prone to all sorts of mishaps. Coventry Swim School reserves the right to refuse admission to the swimming pool without the appropriate swimwear.

## Changes to Terms and Conditions / Code of Conduct

From time to time Coventry Swim School may update these terms by sending you either an updated version or notification of minor changes. You are free to not accept these changes but we would ask you to notify us in writing of your non acceptance within 14 days of your receipt, failing which we will be entitled to treat our agreement with you as being subject to the updated version.

**YOUR NOTES**

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Enjoy your swimming with  
**Coventry Swim  
School**

