Dear PE Coordinator,

Welcome to the school swimming programme for 2026 / 2027.

Thank you to those schools that have rebooked the Enfield Swim Service and welcome to those schools that are new to the service.

I am pleased to say the service will continue to use Swimphony as our preferred digital platform for the service. I hope you are all confident is using the software to upload your pupil data and track their attainment in real time. As previously, please ensure your new pupil data is again uploaded into Swimphony prior to when the children start their swimming with us. If you have any questions on using Swimphony, the helpful Swimphony team are ready to help and can be reached on support@swimphony.com

I am pleased to include a copy of this year's Swimming Handbook which gives all the details needed to accompany this year's programme.

In addition to the handbook, please make sure all staff involved in swimming have read and understood the necessary practices required for this year's swimming lessons below. The list is extensive, but we want to ensure that swimming is safe as well as enjoyable for all the children participating.

Before your Lessons begin, school staff should:

- Read and understand this letter and the parent's letter prepared for you to distribute.
- Read the swimming handbook which contains important information including emergency procedures.
- Read the handbook section around medical needs as soon as possible. Be aware of the requirements for epilepsy, asthma, diabetes, heart conditions and other conditions before arriving at the pool and ensure this information is uploaded into Swimphony so the swim instructors are aware prior to the children swimming with us.
- Ensure that any child with a heart or major respiratory condition has a doctor's letter confirming they can take part, accompanied with a care plan which could be helpful to medics should the need arise. Again, this information needs to be uploaded into Swimphony.

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Enfield Civic Centre
Silver Street
Enfield, EN1 3XA

www.traded.enfield.gov.uk/TheHub

- If necessary, complete a care plan or risk assessment for any child with a medical or additional physical need. These must be bought along to swimming lessons.

Responsibilities of the school staff before leaving school and on the way to the pool:

- Children can change into their swimming costumes in the changing rooms before the start of their lesson.
- No child or staff member to come to the pool if they are feeling unwell.
- No child to come to the pool if they are not swimming.
- School staff are in charge of pupils when travelling to and from the pool, whilst the pupils are changing, before and after the lesson and when on the poolside.
- On the first week of swimming please ensure your class list has been uploaded into Swimphony. Full details on this are available in the Swimming Handbook.
- Teachers must ensure pupils have their asthma pumps or insulin testing kits before leaving the school.
- Bring any necessary doctors' letters, care plans and risk assessments for pupils with any medical or physical additional need.
- If a pupil wishes to wear goggles, the parents must provide a letter authorising. Please keep these letters safe at school and provide the names of these pupils to the swim teacher. The Enfield Swim Service accepts no responsibility for any injuries arising from the wearing of goggles, any damage or loss to the goggles.
- For schools walking to and from the pool, you must have completed a risk assessment.

At the swimming pool:

- School staff to wear sensible clothing and pool overshoe covers which are provided by the leisure centre. Do not use mobile phones or have food and drink while on poolside.
- On arrival, teachers will be shown the area for pupils to put their bags prior to swimming.
- Tell the swim instructor about vulnerable pupils and pupils with medical or physical additional needs each week. It is essential these pupils have these details uploaded in Swimphony.
- The swim instructors will check you have the necessary medication for the above pupils. Please be aware pupils will not be allowed to swim if the medication is not on poolside.
- School staff are responsible for their pupil's behaviour at all times.
- School staff should bring a small first aid kit for minor injuries.
- If there is an emergency, the swim instructor or lifeguard may enter the water, leaving the school staff to control the class in a safe place at the side of the pool.
- The swim instructor is responsible for pupils' safety when they enter the swimming pool.
- The swim instructor will show you a place to sit and watch the lesson.
- If a pupil needs to use the toilet during the lesson, the swim instructor will direct the pupil to their class teacher or TA and from there they must be accompanied by a teacher or TA.
- If school staff feel an issue is arising with a swim instructor, in the first instance this should be discussed and resolved with the swim instructor straight away. If this is not possible, please contact the Head Swimming Instructor, Michelle Leach. Please do not approach pool lifeguards or pool management.
- Consider how you could link the school award system to your pupils swimming achievements for extra incentives and encouragement.

I hope you and your pupils find the swimming programme an enjoyable and rewarding experience. Please do not hesitate to contact me if you have any queries.

Yours truly,

Schools Traded Services