



Northampton School for Girls
Spinney Hill Road,
Northampton
NN3 6DG

THE SCHOOL GROUNDS ARE A NO SMOKING ZONE AT ALL TIMES

All Parents/Guardians and any visitors you may bring must read our general terms and conditions and the full NSG rules and regulations before arriving. **Your attendance at our lessons is acknowledgement and acceptance of our rules, terms and conditions without exception.** You are responsible for the safe supervision of any children you bring at all times. Children should always be under the direct supervision of an adult and never be left unattended.

ENTRANCE TO THE SCHOOL

Drive/Walk into the main school gates. Please arrive no earlier than 10 minutes before the start of your lesson.



Turn left at the Spinney Theatre sign and drive down to the car park.

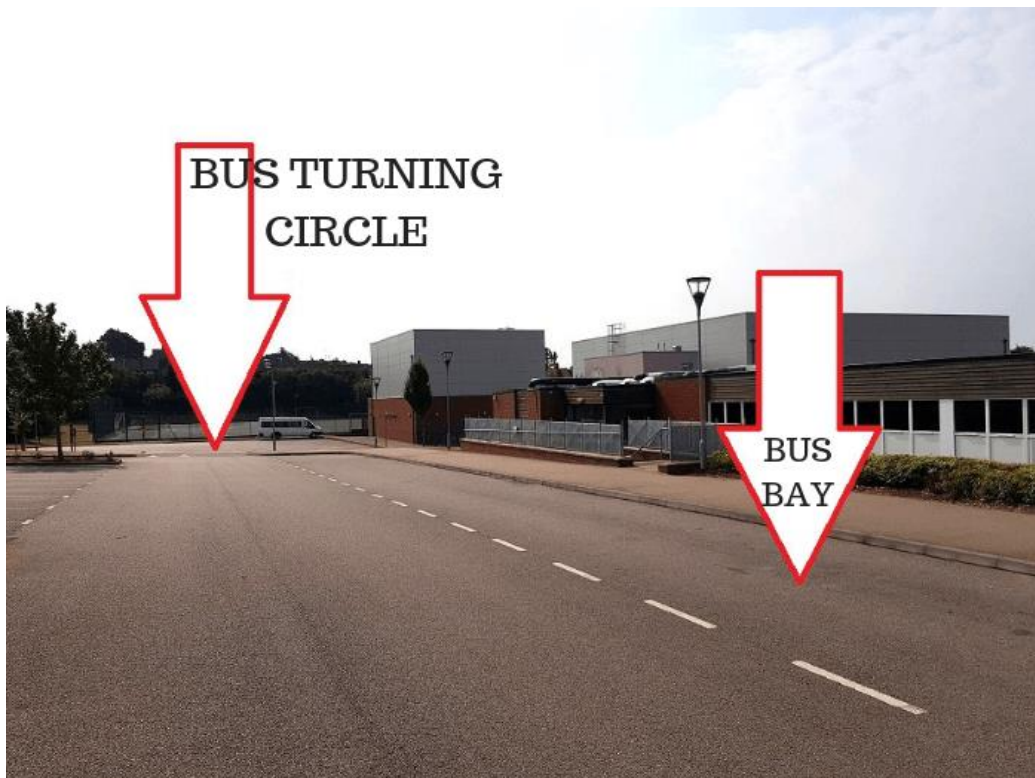




As you drive down you will see the swimming pool on the right. Please note: the pool entrance pictured is not for public use. Follow our instructions below to gain access to the pool building.

CAR PARKING

Use the designated car parking spaces outside the pool and the sports hall. **The school have asked that you do not park in the bus turning circle or the bus bays at the far end of the car park before 5.30pm.** Please be considerate when parking and only use the disabled bays if you have a blue badge.



ENTRANCE TO THE SWIMMING POOL



Use the set of green gates by the school sports hall and walk down towards the sign post that says "pool". Turn right and continue walking.

You will see the swimming pool entrance in front of you clearly marked SWIMMING POOL. Do not attempt to go into any other buildings.





NSG Revised Pool Procedures – March 2021

Please do not attend lessons if you or a member of your household is showing ANY symptoms of Covid-19 (a high temperature, a new, continuous cough, a loss or change to your sense of smell or taste) has knowingly been in contact with someone displaying symptoms or have a confirmed case of Covid-19. Remain at home and contact the NHS for advice.

Preparing for your Wizards swimming lesson

- To reduce time spent in the changing rooms, swimmers will need to arrive "**beach ready**" with swimwear under easy to remove clothing on poolside.
- A kit bag with their towel, swimming hat, goggles (Stage 5+ only) should be provided and will accompany your swimmer onto poolside.
- Showers will not be available at the pool in phase 1 so please, shower your Wizard at home, before and after swimming.
- Changing rooms will be **exit only** (used only after swimming) with reduced maximum occupancy levels.
- Swimmers will be given a 10-minute window to briefly dry, dress and leave the facility. Lots of our swimmers already choose to bring a onesie, dry robe, or poncho towel to go home in after a brief towel dry in the changing rooms. **We ask that all swimmers adopt this where possible to minimise time spent in the changing rooms.**
- Hand sanitiser will be available throughout the facility, but we advise swimmers to bring a small bottle for personal use.
- Toilets are only available to **swimmers** so please - go before you leave!
- Teachers cannot help with hats, so we advise swimmer putting them on in advance.

To reduce adult interaction and maintain social distancing:

Due to the **extremely limited** spectator area and changing facilities at NSG unfortunately, Parents/Guardians will not be permitted to enter the pool facility unless:

Swimmers under the age of 8 – One Parent/Guardian (no siblings) will be permitted to enter the pool facility and spectate if **your Wizard needs assistance changing** after their lesson has ended.

Swimmers aged 8 and over – Only **swimmers** will be admitted into the facility. Unfortunately, no Parents/Guardians will be permitted to enter unless essential and arranged in advance via email.

- Face coverings are **mandatory** for **all adults** and swimmers **over the age of 11** entering the facility (unless medically exempt) and must always be worn. Face coverings for swimmers **under the age of 11** will be **optional**. Swimmers face coverings must be removed during lessons.

- A member of the Water Wizards team will be greeting everyone at the pool entrance so please adhere to social distancing guidelines when queuing to enter and step aside/wait if your entry or exit point is blocked/in use.

Arriving at the pool

- **Please arrive no earlier than 10 minutes before the start of your swimmer's lesson as entry to the facility is not possible until your swimmers allocated time.**
- Take care to socially distance while parking and exiting your car.
- **Please only park in an allocated parking bay and not in the bus bays directly outside the swimming pool or the bus turning circle at the bottom end of the car park.**
- The entrance to the pool will be marked out with a queuing system for dropping swimmers off and picking swimmers up. Please adhere to social distancing guidelines when queuing to enter/exit and step aside/wait if your entry or exit point is blocked/in use.
- NHS Test and Trace information will be taken and held for 21 days from the date of your visit and only shared with NHS Test and Trace if requested. Please ensure your contact details are up to date including the name of the accompanying adult and their mobile phone number.
- If you are dropping off a swimmer - once registered at the entrance, **please return to your car, and wait.** Your swimmer can enter the facility and will be greeted by a member of our team.
- **Please remain in your car** or leave the school site until 5 minutes before the end of your swimmer's lesson.
- During the pandemic, the entire school site is **off limits** so please **do not congregate** or **wait outside of your car anywhere within the school grounds.**

During your Wizards swimming lesson

Over the first few weeks all swimmers returning to the pool will have a recap on the swimming pool safety rules and water safety information and will not be expected to perform anything too strenuous. This will be a time for teachers and swimmers to reconnect, have some **fun** and **enjoy** being in the pool again.

- Changing rooms will be **exit only** (used only after swimming) so swimmers will be directed to a socially distanced space on poolside where they can change and place all belongings into their kit bag.
- If you are accompanying a swimmer **under the age of 8** who requires assistance the spectator area has been reduced to account for social distancing. Chairs have been arranged at 1m+. We always require you to wear a face covering and to face the pool. Please follow all instructions and remain seated until your swimmer's lesson is over.

After your Wizards swimming lessons

- Lesson times have been staggered to help with social distancing and changing room congestion.
- Changing rooms will be monitored by a member of the Water Wizards team to ensure social distancing, swimmer safety and cleaning between sessions is carried out.
- If you are accompanying a swimmer **under the age of 8** who requires assistance, please wait until instructed to leave your seat and exit the pool via the changing room door on pool side.
- Swimmers exiting lessons will be given a 10-minute window to briefly **dry, dress and leave** the facility.

- Lots of our swimmers already choose to bring a onesie, dry robe, or poncho towel to go home in after a brief towel dry in the changing rooms. **We ask that all swimmers adopt this where possible to minimise time spent in the changing rooms.**
- Showers will not be available in phase 1 so swimmers will need to shower at home.

Leaving the facility

- Swimmers will not be permitted to leave until a member of our team can verify your identity so please be ready to collect promptly using the signposted area.
- We ask that everyone leaves the facility promptly without chatting or congregating.

We appreciate your patience, understanding and willingness to support us through this difficult time and remember, **we do this for our Wizards!**



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swimwithwaterwizards.co.uk/coronavirus



WATER WIZARDS SWIM SCHOOL LTD COVID-19 GENERAL TERMS AND CONDITIONS

This agreement supersedes any other version prior to March 2021.

Acceptance of Terms and Conditions (A)

All Parents/Guardians, swimmers and other visitors to Water Wizards Swim Schools swimming lessons must read and adhere to these general terms and conditions and any other pool specific rules. **Your attendance at our lessons is acknowledgment and acceptance of these terms and conditions without exception.**

Individual pools will have their own rules of attendance and must be read and accepted in addition to these. By booking or attending swimming lessons with Water Wizards Swim School you understand and accept these Terms and Conditions will form part of the contract between us.

Water Wizards Swim School reserves the right to amend these Terms and Conditions at any time. We will email you either an updated complete version or ask you to view the updated Terms and Conditions on our website. The Terms and Conditions on our website will always be the most up to date version. As soon as an updated Terms and Conditions is available on our website, it will take immediate effect and supersedes any other version regardless of whether we have sent you an email update.

Please do not attend lessons if you or a member of your household is showing ANY symptoms of Covid-19 (a high temperature, a new, continuous cough, a loss or change to your sense of smell or taste) has knowingly been in contact with someone displaying symptoms or have a confirmed case of Covid-19. Remain at home and contact the NHS for advice.

To reduce adult interaction and maintain social distancing please remember:

- **Swimmers under the age of 8** – One Parent/Guardian (no siblings) will be permitted to enter the pool facility and spectate if your Wizard needs assistance changing after their lesson has ended.
- **Swimmers aged 8 and over** – Only swimmers will be admitted into the facility. Unfortunately, no Parents/Guardians will be permitted to enter unless essential and arranged in advance via email.

During Covid-19 restrictions, you must follow the relevant UK Government guidelines that relate to Covid-19 or any other infectious disease for either yourself or your swimmer(s).

Enrolment/re-enrolment (B)

Spaces are limited per class and will be issued on a first come first served basis. Your swimmer will not be enrolled/re-enrolled onto any class until payment in full is received via BACS/direct deposit. Existing members of Water Wizards Swim School will have priority over places provided you re-book and pay on time, if we do not receive your payment by the due date given during re-enrolment your swimmers place may be allocated to the waiting list. We will endeavour to be flexible in allocation of day/time slots however, it may not always be possible to book or re-book your swimmers first choice, especially if they progress to a different Stage or payment is not made by the due date.

Pool facility (C)

1. Please adhere to all social distancing guidelines/instructions and step aside/wait if your entry or exit point is blocked/in use.
2. Please familiarise yourself with any safety notices, rules, and fire procedures (including fire escapes) on your first visit to any pool.
3. We ask that you do not enter the school main site until 10 minutes before your swimmer's lesson. You must leave the facility no later than 10 minutes after your swimmer's lesson has ended.
4. Water Wizards Swim School are only responsible for unaccompanied **swimmers aged 8 and over** on entry to the facility and Parents/Guardians are responsible at all other times. Water Wizards Swim School can only be responsible for accompanied **swimmers under the age of 8** during their swimming lesson and Parents/Guardians are responsible at all other times.
5. Late arrivals will not be admitted to a class if they arrive more than 10 minutes after the start of a lesson and between 5 and 10 minutes late is admitted at the discretion of the teacher.
6. Spectators of **swimmers under the age of 8** must sit quietly on the poolside spectator area and remain seated behind the barrier. Parents/Guardians are not permitted to walk on poolside unless directly invited by a member of the Water Wizards Team.
7. The spectator area can only accommodate a maximum of **ONE** spectator for **swimmers under the age of 8**. By using the spectator area, you agree to adhere to social distancing and the wearing of a face covering.
8. Only swimmers participating in swimming lessons are permitted to be on poolside and no swimmer should be there without a member of Water Wizards Swim School staff being already present.
9. Face coverings are **mandatory** for all **adults** and swimmers **over the age of 11** entering the facility (unless medically exempt) and must always be worn. Face coverings for swimmers **under the age of 11** will be **optional**.
10. Anyone accompanying a **swimmer under the age of 8** into the facility must have a temperature check before entering. A temperature of 37.7 degrees or above will result in you being denied entry.
11. NHS Test and Trace information will be taken and held for 21 days from the date of your visit and only shared with NHS Test and Trace if requested. **Please ensure your contact details are up to date.**
12. If you are dropping off a **swimmer aged 8 and over** - once registered at the entrance, please return to your car. Please remain in your car or leave the school site until 5 minutes before the end of your swimmer's lesson.
13. During the pandemic, the entire school site is off limits so please do not congregate or wait outside of your car anywhere within the school grounds.
14. All visitors to the facility should remove outdoor footwear before going into the changing rooms.
15. Parents/Guardians must not enter the changing rooms unless their swimmer is **under the age of 8 years** or needs parental help getting changed. Any swimmer younger than 8 accompanied by a Parent/Guardian should use the changing room which would apply to the adult – e.g. a father helping his 6-year-old daughter would need to use the boys' changing room and a mother helping her 5-year-old son would need to use the girls changing room.
16. Swimmers over the age of 8 should get changed independently unless specific help is required by a Parent/Guardian and arranged in advance via email.
17. Parents/Guardians supervising their swimmer in the changing rooms are solely responsible for the swimmer they bring before and after their swimming lesson. If any Parent/Guardian is concerned about the welfare or behaviour of any other person in the changing room (swimmer or adult) they should immediately tell a member of the Water Wizards' Swim School team and not attempt to deal with it themselves.
18. Parents/Guardians are responsible for ensuring all belongings are safe and secure while your children swims. Water Wizards Swim School will not accept any liability for articles lost, damaged or stolen.
19. Due to Covid-19 restrictions, any property that is left behind cannot be safely kept and must be disposed of.
20. Glass bottles and food are not permitted in the pool building.
21. Smoking is strictly forbidden at any time anywhere on the school grounds.
22. Please familiarise yourself with the whistle code:
 - One short blast – teacher getting attention of a swimmer/spectator.

- Three short blasts – teacher entering water to carry out emergency rescue.
- One long blast – Clear the pool.

23. Water Wizards Swim School reserves the right to change, merge or cancel a course at any time.

Parents/Guardians (D)

1. We ask that you do not distract teachers or swimmers during lessons. Teachers will help swimmers who need assistance unless they need a Parents/Guardians help in which case, the teacher will clearly signal you over. Spectators must not try to instruct or communicate with swimmers as it distracts both the teacher and the child.
2. Under no circumstances should parents approach instructors while teaching unless it is an emergency. We understand you may have queries and we encourage good communication; however, it must be done at an appropriate time. Teachers are responsible for the safety of swimmers in their classes and are constantly assessing for danger and will not be able to talk on poolside.
3. **Please do not use mobile phones, tablets, laptops, cameras or any other such devices while attending swimming lessons with Water Wizards Swim School.** To safeguard your swimmer, we have a no photograph/video policy and will challenge anyone using such devices FOR ANY REASON. We reserve the right to refer any matters of this nature to the relevant authorities.
4. We adopt a ZERO TOLERANCE approach to violence and aggression and will terminate the membership of anyone found to be acting as such. Aggressive and violent behaviour is any personal, threatening, or abusive language (cursing or swearing), gestures (including sexual), physical contact, derogatory sexual or racial remarks, shouting at any persons in an intimidating manor or applying force to another person, to any swim school property or the property of any persons within the swim school.
5. In extreme cases should a Parent/Guardian, swimmer, or spectator disregard (or their actions are considered serious enough) Water Wizards Swim Schools code of conduct, rules or Terms and Conditions the Director reserves the right to terminate membership with immediate effect without refund.
6. In all cases the decision of the Director will be final.
7. Please keep your contact details up to date. We respect your need for privacy and keep any information shared with us confidential. You can read our Privacy Policy here: swimwithwaterwizards.co.uk/privacy-policy

Swimmers (E)

1. Do not give swimmers a meal 1 hour before swimming as this could result in them suffering cramp and sickness in the pool.
2. To reduce time spent in the changing rooms, swimmers will need to arrive “beach ready” with swimwear under easy to remove clothing on poolside.
3. Showers will not be available at the pool during Covid restrictions so please, shower your Wizard at home, before and after swimming.
4. Please ensure your swimmer has appropriate swimwear. Long, baggy shorts with pockets are not permitted to be worn as they restrict the kick movement. Boys should wear tight shorts/jammers and girls should wear costumes that are tight-fitting one-piece suits with no “skirts”.
5. Swimmers participating in swimming lessons must wear the appropriately coloured swimming hat for that class. Children who do not have a hat will be requested to purchase another one.
6. Whilst your swimmer is participating in swimming lessons, no jewellery or watches are to be worn. Ears that are newly pierced and medical bracelets are the only exceptions to this rule.
7. Swimmers exiting lessons will be given a 10-minute window to briefly dry, dress and leave the facility.
8. Swimmers will not be permitted to leave until a member of our team can verify your identity so, please be ready to collect promptly using the signposted area.
9. Swimmers with special needs are welcome where possible and are fully integrated into our regular classes. We do not however employ specially trained staff and therefore cannot be held liable for the care of such swimmers beyond the teaching of swimming.

10. We reserve the right to request that your child should be removed from classes should they persistently disrupt, break our code of conduct or be seen to be putting themselves or anyone else at risk.

Safeguarding (F)

1. Water Wizards Swim School recognises the responsibility for safeguarding children belongs to ALL those who work directly with or have responsibility for children at Water Wizards Swim School. We are committed to providing an environment in which all children and young people participating in activities have a safe and positive experience. To achieve this, we have adopted and implement the policies and procedures in "Wavepower" (Swim England's child safeguarding policies and procedures publication) in full. The policies are available for all members to view at any time on our website: swimwithwaterwizards.co.uk/safeguarding.
2. It has come to the attention of Swim England that persons unconnected to the sport have been taking photos and videos of swimmers for illicit use. Although parents may use these devices in good faith, the law protects children from the possibility of illicit images and video being taken and we ask that all such devices are switched off before entering the pool building. **Please do not use mobile phones, tablets, laptops, cameras or any other such devices while attending swimming lessons with Water Wizards Swim School.** To safeguard your children, we have a no photograph/video policy and will challenge anyone using such devices FOR ANY REASON.
3. Our Welfare Officer (contactable on welfare@swimwithwaterwizards.com) will take the lead **independently** in dealing with all safeguarding matters and has the authority to contact members directly if necessary and can implement sanctions up to and including termination of membership.

Sickness and absence (G)

Please do not attend lessons if you or a member of your household is showing ANY symptoms of Covid-19 (a high temperature, a new, continuous cough, a loss or change to your sense of smell or taste) has knowingly been in contact with someone displaying symptoms or have a confirmed case of Covid-19. Remain at home and contact the NHS for advice.

1. Please inform us of any health problems appropriate to swimming (such as asthma) at the time of enrolment or as and when they arise. You are responsible for ensuring your swimmer is fit and healthy to attend classes. Any medication required during the lesson should be made available on the poolside.
2. Do not bring your swimmer to lessons if they have any illness such as an ear infection, diarrhoea, vomiting, chicken pox, impetigo, conjunctivitis, or a bad cold. Please wait until your doctor has given the all-clear before returning to classes.
3. In the instance of sickness and/or diarrhoea your child must have been clear of all symptoms for at least 48 hours before attending lessons. **If in doubt, seek medical advice.**
4. During Covid-19 restrictions we may ask you for a doctor's letter/negative Covid-19 test confirming it is safe for your child to swim. If we have any concerns prior to the lesson starting, we may refuse entry.

Refunds and Cancellation Policy (H)

1. Water Wizards Swim School will not refund, credit, or discount classes that are missed for reasons of holiday, sickness, social engagements, self-isolation, or absence etc.
2. We regret that we are unable to offer an alternative swim date for missed lessons.
3. If any swimmer withdraws from a course after being accepted, monetary refunds will not be given unless withdrawal is for a serious medical reason, where a doctor's note may be required. All requests for cancellations or refund due to a serious medical reason need to be made via email.
4. A 15% administration fee will be deducted from ALL refunds to cover our costs.
5. If your swimmer is absent for more than 3 weeks without informing us, you will lose your place and no refund will be issued.

Pool closure (I)

1. In the event of a pool closure, Covid-19 lockdown, or lesson cancellation we will offer you either an alternative swim date, non-transferable credit (to be used towards the next available enrolment only) or a lesson at an alternative swim venue (subject to availability). **No monetary refunds will be given in any circumstances.**
2. Where possible, a substitute lesson will be offered and, in some circumstances non-transferable credit notes (to be used towards the next available enrolment only) may be given in lieu of payment. In an instance where a swimmer is not returning to our classes for a further lesson, they will be afforded a substitute lesson only and will not receive a monetary refund. Our liability for any such cancellation or closure shall be limited to this substitute lesson or non-transferable credit note, and we shall not be liable for any losses of any kind incurred by you because of such closure or cancellation.
3. If you do not accept the substitute lesson, do not wish to use the non-transferable credit **for the next available enrolment** or despite all reasonable efforts upon request we cannot find a future suitable lesson, we are not obliged to provide a refund and any non-transferable credit will expire.
4. If we have advanced notice, every effort will be made to make you aware of pool closure via social media, email, and text message but it is **your responsibility to check lessons are going ahead** as planned for each session.

Issues of Liability (J)

1. We do not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence.
2. We are responsible to you for foreseeable loss and damage caused by us but only to the extent of the value of the contract that you have with us. If we fail to comply with these Terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking this contract or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable.
3. In the absence of any proven negligence, lack of due diligence or breach of duty by us, the participation of you, or your swimmer, and any other people whom you invite or whose care you have placed your child in for the purposes of attending or observing our swimming sessions, is done so entirely at your and their own risk. Any incident must be reported to Water Wizards Swim School immediately.
4. If you, other people whom you invite, or your swimmer causes harm, damage, loss or injury to any other person or property, you agree to indemnify us and reimburse us for all claims, losses, damages, expenses (including legal fees), and any other liability suffered by us because of such harm, damage, loss, or injury.
5. We shall not be liable for any loss, theft, or damage of your, other people whom you invite, or your swimmers' personal possessions left by you on the property (including without limitation in the changing rooms, pool side, toilets and in the car park). This is done so at entirely your own risk. Cars parked in the car parking areas are left entirely at the owner's risk.