



HIGHFIELD SCHOOL OF SWIMMING TERMS AND CONDITIONS 2023

The following terms and conditions are applicable to children who do AND do not attend Highfield and Brookham Schools.

GENERAL

No outdoor shoes to be worn on poolside.

Parents/guardians must remain on poolside for the duration of their child's lesson.

No food or drinks other than water to be consumed on poolside.

Any child aged 7yrs and over must change in their own gender changing room. Please see our Changing Room Policy on the website which can be found after the link to the Terms and Conditions.

Swimming ability and speed of progression will vary depending upon the swimmer. No assurances of specific progression will be given.

Children are not permitted to wear rash vests, wetsuits or Bermuda style voluminous swim shorts.

Children must wear a swim hat. If children arrives at their lesson without a hat, in order to take part in the lesson, a hat must be bought from the School.

Swim lessons falling on Bank Holidays will NOT take place.

COACH PROVISION

Highfield School of Swimming will endeavour to provide the same swim coach for each lesson for the entirety of the term. However in the instances of illness/absence, relief coaches may be used without prior notification.

Highfield School of Swimming reserves the right to change swim coaches at the start of a new term.

CLASS SIZE

To enable children to progress to the advanced level lengths groups (Tuesday and Thursday 6:15pm groups), it is necessary to terminate a child's swimming with us once they reach 14yrs of age. Once a child reaches this age, they will only be able to continue until the end of the term in which they are currently swimming. It is the parent's responsibility to inform the Highfield School of Swimming when their child reaches 14yrs of age.

All widths groups are limited to a maximum of 6 swimmers. However the school reserves the right to increase this number to 7 in exceptional circumstances. Lengths groups are limited to 8-10 swimmers per coach. 6:15pm groups are limited to 18-20 swimmers. In extreme cases, such as last minute staff illness, Highfield School of Swimming reserves the right to merge classes together (where appropriate) in order to avoid cancellation. This will result in a larger than normal class size.

MEDICAL/HEALTH

- Any swimmer known to be or found to be suffering from any infectious ailment or condition will not be allowed to participate in the lesson and it is the responsibility of the parent/guardian of the swimmer to ensure that the swimmer is fit and well enough to participate. Highfield School of Swimming will not accept liability for any infection passed on.

We request that any swimmer suffering from any gastric illness does not swim for at least 5 days following the final day of illness. This will help provide a safe and hygienic environment for swimmers.

Any swimmer who has been confirmed as having concussion must advise Highfield School of Swimming. The swimmer will be required to adhere the Highfield School Head Injury policy whereby they follow the Gradual Return To Play (GRTP) tracker. A copy of the Head Injury policy together with the GRTP tracker can be found under the Lessons and Fees section of the Swim School page on the Highfield and Brookham School website. The GRTP tracker is Appendix 6 of the Head Injury Policy document.

If a parent/guardian does not disclose to the Highfield School of Swimming that their child is suffering from concussion, Highfield School of Swimming cannot accept liability for any injury caused at the time of the lesson, nor any subsequent deterioration in health/condition thereafter.

Highfield School of Swimming cannot accept responsibility for the medical condition or other needs of any swimmer unless a full disclosure of the details has been made to the swim school at the time of enrolment or following any medical diagnosis confirmed during the course of the term.

Highfield School of Swimming will endeavour to accommodate the change in circumstance, however depending on the extent of the change, accommodation cannot be guaranteed.

PHOTOGRAPHY/FILMING

The use of camera, mobile phone or video photography/filming is strictly prohibited at all times. Anyone found to be taking footage of any kind will be asked to delete it immediately and may be asked to leave.

HEALTH AND SAFETY/SAFEGUARDING

For safeguarding reasons and due to Highfield and Brookham Schools having boarding pupils, parents/guardians/siblings are not permitted to walk around the school premises before, during or after their child's swim lesson. You may remain in your car/in the cafe for the duration of the lesson if you are not able to stay on poolside. All parents/guardians must remain on the school premises for the duration of their child's lesson so they are immediately available in the event of an emergency.

Long hair must be tied back or a swimming cap worn and jewellery must be removed before the lesson.

Parents/guardians and siblings who are not swimming should refrain from distracting swimmers or the instructor during a lesson. Siblings should not be allowed to run around on poolside. Highfield School of Swimming cannot accept any responsibility for injury caused due to negligent behaviour.

LOST/DAMAGED PROPERTY

Highfield School of Swimming will not under any circumstance, accept responsibility or liability in respect of any damage to or loss of any goods, article or property of any kind brought into or left on the premises.

Any property that is found at the end of lessons will be placed in the lost property area at reception. Any unnamed property that remains unclaimed at the end of term will be donated to a local charity shop. Exceptions: 1. Any items found deemed to be unsanitary to keep are thrown away instantly. 2. Any items found deemed to be of large monetary value are taken to the main Highfield School Reception.

BEHAVIOUR/DISCIPLINARY MEASURES

In the event that a swimmer's behaviour/actions during their lesson is such that it causes a level of disruption that is deemed to be too excessive by the Coach and Head of the Swim School, Highfield School of Swimming reserves the right to remove the swimmer from the lesson.

In the event that this disruption is ongoing, Highfield School of Swimming reserves the right to permanently remove the pupil from the Swim School without prior notice.

In the event of a swimmer, parent, guardian, sibling or other associate refusing to obey an instruction from a member of staff, behaving in an unruly manner towards a member of staff or any other person, or causing damage to pool premises or any of the furniture fixtures or equipment in those premises, the swimmer shall not be permitted to continue with the lessons.

Highfield School of Swimming shall then have the right to terminate the contract without further notice and without being required to offer any credit or refund to the swimmer and the swimmer will not be accepted for any future lessons.

FEES

Full payment must be received by the date stated on the invoice to secure your place for the term. If payment is not received by the date required, you may not be permitted to swim until payment has been received.

For those families who have 3 or more children swimming with the swim school;
- payment can be split as follows: 50% required on the date stated on the invoice and the remaining 50% required at Half Term.
- A sibling discount of £27 will be applied to the third child's fees

Any bank charges we incur due to returned payments and lost cheques will be passed onto the parent.

ALL lessons, regardless of pupil absence due to illness/School trips/events/activities (including Highfield and Brookham trips/events/activities) are charged for.

Please note that the term dates for Swim School follow the State School calendar rather than the Independent School calendar and therefore lessons often run outside of the Independent School terms and in some cases do not run concurrently. At times when county councils do not co-ordinate their holiday dates with one another resulting in a mis-match across different schools, we reserve the right to select whichever holiday date is most feasible for the Swim School.

CANCELLATIONS/TERMINATION OF SWIMMING PLACE

Lessons are available for children up to the age of 14yrs. Once a child reaches this age, they will only be able to continue until the end of the term in which they are currently swimming. It is the parent's responsibility to inform the Highfield School of Swimming when their child reaches 14yrs of age.

Highfield School of Swimming reserves the right to cancel a lesson at any time.

Lessons can be affected and/or cancelled due to a number of eventualities that are out of our control including; last minute coach absence, power cuts which result in the pool water temperature being too cold, vomit/faeces in the water, fire, serious accident/injury and adverse weather conditions/disaster.

As these eventualities are all out of our control and therefore are not possible to be foreseen, in the first instance of a cancellation being necessary due to these circumstances, the lesson will not be credited. Any further cancellations by the Swim School, regardless of circumstance, will be credited.

There are two exceptions to the above whereby a credit will be given even in the first instance of a cancellation:

- 1) cancellation due to pool chemical irregularities. As these are more often than not within our control, we shouldn't ever have to cancel due to this circumstance. However if we do have to cancel for this reason, a credit will be given.
- 2) if a coach has to be absent and they give sufficient notice to enable the Swim School to try and organize cover for their lesson(s), but cover cannot be found and the lesson has to be cancelled, either an alternative lesson with a different group could be offered for that week to make up for the missed lesson, or a credit will be given.

If a swimmer is not returning the following term, a refund for the total amount of cancelled lessons in the previous term will be given. **PLEASE NOTE:** a refund cannot be given if original payment for the fees was made with Childcare Vouchers or the Tax Free Government Scheme.

1:1/1:2 lessons can be kept by the same pupil(s) for a maximum period of 1 academic year only i.e. 3 terms. At the end of this time period, the place will be offered to the next pupil on the waiting list. In the case that there is no-one on the waiting list, the place will be offered back to the current swimmer.

Highfield School of Swimming will endeavour to give as much notice as possible of any Highfield School events that require use of the pool and therefore prevent swim school from taking place. All cancelled lessons in this instance will be credited to your account.

CANCELLATION BY PARENT

Notice of cancellation by parent for group and private lessons must be given in writing and is subject to the cancellation terms set out in the table below.

Cancellation due to broken limbs or long term illness are subject to different terms to those below. In the instance of broken limbs or long term illness, regardless of when the notice of cancellation is received, the charge will be 50% of the cost of the missed lessons.

CURRENT TERM YOU ARE SWIMMING IN	TERM YOU WISH TO CANCEL	CANCELLATION RECEIVED BY PARENT	CHARGE
Autumn	Autumn	Anytime during the Autumn term	Full Autumn term fees due
Autumn	Spring	From start of Autumn term to last day of October half term holiday	No charge for Spring term fees
Autumn	Spring	From first day back after October half term to last day of Autumn term	50% of Spring term fees due
Spring	Spring	Anytime during the Spring term	Full Spring term fees due
Spring	Summer	From start of Spring term to last day of February half term holiday	No charge for Summer term fees
Spring	Summer	From first day back after February half term to last day of Spring term	50% of Summer term fees due
Summer	Summer	Anytime during the Spring term	Full Summer term fees due
Summer	Autumn	From start of Summer term to last day of May half term holiday	No charge for Autumn term fees
Summer	Autumn	From first day back after May half term to last day of Summer term	50% of Autumn term fees due