

TOTAL SWIMMING
A C A D E M I E S

PARENT HANDBOOK

2013 EDITION

LEARN TO SWIM MERSEYSIDE

Learn to Swim Co-Ordinator

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Dear Total Parent,

Welcome to the “Total Swimming Academies Family”.

I see that you have registered your child (ren) onto our *Learn to Swim* programme in Merseyside.

Our specially trained teachers are ready to guide them through the ASA Learn to Swim Framework. Total Swimming Academies believes that learning how to swim is a crucial life skill, but as important, is that it is a great way for our children to stay fit and have fun too!

The same methods of teaching we use at Total Swimming Academies today helped prepare me for my swimming journey. The structures and systems of the sport also enabled me to focus on my educational development; in fact, recent studies have supported this, stating that swimming can have a very big affect on the way we develop through those formative educational years.

Total Swimming Academies teachers deliver focussed, quality instruction in a ratio of 1 teacher to 6 students, during their fun filled 30 minute class. I know your child (ren) will thoroughly enjoy their journey on their aquatic pathway, becoming a strong and confident swimmer over time. Don't forget, we will also be celebrating their successes along the way by recognising their achievements with the Amateur Swimming Association awards.

This Welcome Pack is intended to offer information about our programme and Total Swimming Academies as a company, which I know you will find useful. It includes an overview of our swimming philosophy, details about our learn to swim course, information about our swimming pools, terms and conditions, code of conduct and an overview of the ASA Learn to Swim Framework.

Thank you for entrusting us to inspire your child (ren) to be the best that they can be.

A handwritten signature in black ink that reads "Steve Parry".

Steve Parry,

Olympic Swimming Medallist



● ABOUT TOTAL SWIMMING ACADEMIES

Total Swimming Academies is the UK's leading private sector swimming business founded by Olympic swimmers/ medalists Steve Parry and Adrian Turner, to make a difference to people's lives through Swimming. The company's mission is to revolutionise Swimming.

Total Swimming Academies delivers products and programmes along an aquatic pathway from "Swim a Song", which develops water confidence in children as young as four months, to "Learn To Swim Academies" as well as highly innovative school swimming and Olympian led events programmes for older children and adults including Oceans of Fun Days, All Star & Aquateer Roadshows.

Total Swimming Academies is passionate about encouraging people to get involved with sport. Running over 70 events a year, from community level to engaging with swimmers over 60 years of age, Total Swimming Academies firmly believes that swimming is a fantastic way to address national issues of decreasing exercise and increasing obesity.

● TOTAL TEACHING

At Total Swimming Academies we aim to deliver the very best teaching experience for our swimmers. This we do with qualified Amateur Swimming Association (ASA) teachers and low teaching ratios of 1 teacher to 6 swimmers per group. Teaching in the water during the early development stages builds confidence and the element of fun becomes a key aspect of learning. As confidence grows and their skills begin to develop, we move to poolside instruction to help build the awareness of a more formal structure of learning, although there is always room for some fun and games to make learning how to swim fun and memorable."



● TOTAL PROGRESS

Swimming really is a sport for all ages. Our teaching programme is designed for babies 6 months old right through to adults of any age. Each of our swimmers will be measured in terms of their progress during each programme, using the National Plan for Teaching Swimming (NPTS.) This ensures that the correct level of skill is being taught at the appropriate level within the 6 Total Swimming groups. This approach allows us to deliver the right level of instruction to each of our swimmers, and as our parents will attest, enables our swimmers to advance more quickly through our programme than those that their children have previously attended.

● TOTAL PROGRAMMES

Swim a Song™

Teaching parent and baby from 4 months to 36 months, Swim a Song uses the fun of music and rhyme to encourage the correct skills of early development in water for floatation and movement. With the Swim a Song Parent Pack, Mum or Dad can reinforce the learning at home in the bath, listening to the same music



and reciting the same rhymes and movements. This method prepares our early learners for our pre-school sessions, which start at 3 years of age, before moving into the more structured NPTS award scheme.

Academies

Total Swimming Academies run throughout the UK and we are proud to say that we teach over 1,000 swimmers per week! Our programme has 6 groups to progress through, each with its own Schemes of Work and Awards starting from ASA Ducklings and moving through the National Plan for Teaching Swimming and also including distance awards. This is the key area for swim development and it is through this area of our teaching that swimmers benefit most as they achieve the skills which will stay with them for life. A large number of our swimmers will go on from this stage to achieve at regional swimming club level or other aquatic related sports.

Club links

The long term athletic development of anybody through swimming will at some point give them the opportunity to take their chosen sport onto the next level. We always try to make this step as easy as possible for the swimmer and in many cases we have teachers working with us who are also current teachers at club level. This familiar face can play a big part in settling the swimmer into their new social environment.

Adults

We currently teach from 4 months through to open age. By this we mean that we teach adults of all ages and skills. We will work with an adult swimmer who wishes to improve their existing stroke or one who, even at a later stage, finds it difficult to make that step from poolside to water. Total Swimming know from experience that the joy you get from learning to swim as an adult, is only equalled by the joy of the teacher who taught you.

- **TOTALLY** GOOD FOR YOU

Recent studies carried out in Australia have discovered a clear and positive link between children who achieve well academically, and are also going through a structured swimming lessons programme like ours.

- **TOTAL** PIECE OF MIND

We never tire from telling people how important swimming is to the individual. Having the ability to swim opens up many doors to long term development and enjoyment, be it through a sports route or simply enjoying a family swim on holiday. The key however is the safety such teaching can bring and that peace of mind is priceless.

● TOTAL SWIMMING

Not only do we run a Learn to Swim Programme but our profile has been leveraged on National Projects in partnership with British Gas and other Olympians such as Rebecca Adlington, Mark Foster and Jo Jackson.

Pools for Schools programme:

The 'British Gas Pools 4 Schools' pools are a portable teaching facility designed to accommodate a full class of children in a specially designed teaching tank. By placing a temporary swimming pool at the centre of schools and communities with intensive teaching support Total Swimming is teaching 10,000 young people to swim all over the UK, in areas either deprived or unable to develop their aquatic outreach to communities.



Pools for People / Big Dip:

Pools 4 People allows Total Swimming to work with community groups to deliver lasting aquatic legacy. As part of the Play Sport London campaign headed by the London Mayor, Total Swimming is committed to leaving a legacy of thousands of children and adults in London learning to swim ready for the London Olympic Games in 2012.



Aquateer Roadshows:

Total Swimming has been delivery inspiring and educational events at swimming clubs since 2005 through our events team and our Olympic Athletes. Total Swimming are passionate about sharing the wealth of experience and knowledge of elite swimmers. Each *Aquateer Roadshow* provides the opportunity for swimmers, coaches and parents to learn and be inspired by the best in the business, through workshops and demonstrations in your swimming pool.



● TOTAL BEHAVIOUR

AT THE POOL

1. It is not the responsibility of Total Swimming Academies to look after pupils prior to their arrival on poolside or once they have left. Parents/ Guardians are responsible for children in the changing rooms.
2. Pools shoe covers must be worn when entering a poolside to spectate or if you are communicating with the teachers.
3. Please advise children that the lessons are educational and they are required to concentrate and work with the teachers.
4. If a parent wishes to talk to the teacher they must wait till the lesson is over to arrange a suitable time. The teacher will not answer questions during lessons.
5. Total Swimming Academies hires the pools from various different schools and Local Authorities and is therefore not directly responsible for the pool maintenance.
6. Total Swimming Academies adheres to the regulations laid down by the letting facility for each pool. We expect Parents and Swimmers to follow any instruction given by the teacher/ centre staff regarding their specific site regulations.

CONTACT INFORMATION

Please make the Total Swimming Academies office aware of any changes in name, address or contact details, so we can remain in communication with you regarding any issues arising.

CLIENTS CODE OF BEHAVIOUR

Total Swimming Academies wants to give your child the best coaching and become the academy of choice for all swimmers. In return we ask each individual to uphold certain behaviour. We want your children to have fun and enjoy their sessions in order to get the most out of them. To maintain our health and safety standards, we request that all children are punctual as each session is structured to begin with a warm up. We also request that children remain safe and listen to their coach, only doing what they have been instructed to do and under their coaches' supervision.

NOTE: If we feel that a child is, by his or her behaviour, disrupting the progression of other swimmers in the group, he/she will be asked to sit out of the pool for a short period of time. If this happens 3 times in a session we will ask that he/she leave that session and return again for the following week.

Guidelines for children joining Total Swimming Academies, please remind your child each week to:

- Arrive on time
- No eating for at least one hour before the lesson.
- Dress correctly i.e. swim hat to be worn by boys and girls. Boys to wear trunks not baggy shorts.
- Go to the toilet before the lesson.
- If possible shower before and after each lesson.
- Blow their nose if needed.
- No jewellery to be worn including watches.
- No running on the poolside.
- Please wait to enter the water until told.

- No eating or chewing gum.
- Respect other centre users - i.e. no playing in the centre reception.

All children should be supervised at all times. If your child has been or feels ill, suffered sickness or diarrhoea etc. to please consider that it may be better for your child not to attend their lesson.

IMPORTANT: TOTAL SWIMMING ACADEMIES RESERVE THE RIGHT TO CANCEL A SESSION AT ANY TIME IF THEY BELIEVE THAT TO START OR CONTINUE THE SESSION WOULD PUT ANYBODY ATTENDING AT RISK, INCLUSIVE OF SWIMMER, TEACHER OR PARENT/GUARDIAN. WE WILL DO EVERYTHING TO AVOID THIS BUT WILL ALWAYS PUT SAFETY FIRST. THIS CAN BE ACTIONED BY THE REGIONAL ORGANISER, LEAD TEACHER OR NATIONAL LEARN TO SWIM MANAGER FOLLOWING AN ASSESSMENT OF THE SITUATION.

• TOTAL DETAILS

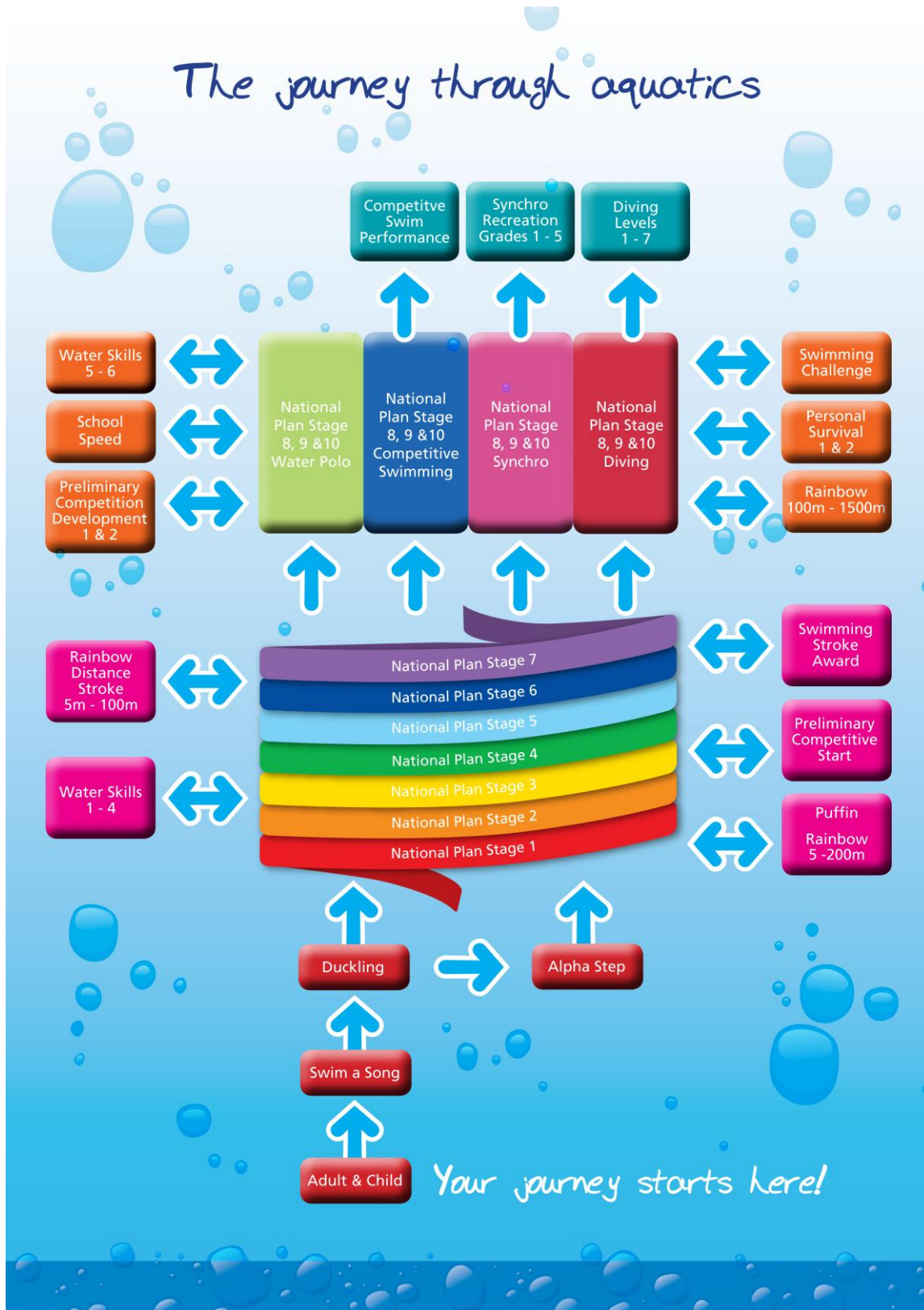
Please find Total Swimming Academies' current delivery timetable:

Venue	Delivery Day / Time
St Vincent's School for the Blind, Yew Tree Lane, L12 9HN	<ul style="list-style-type: none"> ○ Monday 4.30 – 6.00pm ○ Friday 4.00 – 6.00pm
Speke Lifestyles – Austin Rawlinson, Parklands, L24 0TY	<ul style="list-style-type: none"> ○ Wednesday 4.00 – 6.00pm ○ Saturday 10.00 – 12.00pm
Springwood Heath Primary School, Danefield Road, L19 4TL	<ul style="list-style-type: none"> ○ Monday 4.30 – 5.30pm ○ Tuesday 4.00 – 5.30pm ○ Wednesday 4.00 - 5.30pm
Everton Park Sports Centre, Great Homer Street, L5 5PH	<ul style="list-style-type: none"> ○ Tuesday 3.45 – 4.45pm ○ Thursday 3.45 – 4.45pm ○ Adults Thursday 7.00 – 7.45pm
Ormskirk C of E Primary School, Greetby Hill, L39 2DP	<ul style="list-style-type: none"> ○ Monday 4.00 – 6.00pm ○ Tuesday 4.00 – 6.00pm
King David High School, Childwall Road, L15 6UZ	<ul style="list-style-type: none"> ○ Wednesday 4.00 – 6.30pm ○ Adults 6.30pm – 7.00pm ○ Sunday 11.30am – 12.30pm
Birkenhead High School for Girls, Devonshire Place, Prenton, CH43 1TY	<ul style="list-style-type: none"> ○ Saturday 11.00am – 1.00pm
Village Hotel, Fallows Way, Whiston, L35 1RZ	<ul style="list-style-type: none"> ○ Thursday 4.00 – 5.30pm ○ Friday 4.00 – 7.00pm ○ Saturday 9.00 – 12.00pm ○ Sunday 9.00 – 12.00pm

For additional information per pool please refer to the Total Swimming website

www.totalswimming.co.uk

• **ASA LEARN TO SWIM FRAMEWORK**



• TOTAL TERMS & CONDITIONS

1. Your place at the Total Swimming Academies is confirmed on receipt of payment.
2. Payments are taken by debit/credit card, online at www.totalswimming.co.uk and over the phone on 0161 764 2224 or by cheque, made payable to 'Total Swimming Academies' and sent to Total Swimming Academies, House of Sport, 1-2 Frecheville Court, Off Knowsley Street, Bury, BL9 0UF. We do not accept cash or cheques at the centres and we do not expect teachers to handle any payments on our behalf.
3. If the course has to be cancelled at any point by Total Swimming Academies you will be entitled to a full refund. We are not responsible for any associated costs you might incur as a consequence of this action. Total Swimming Academies reserve the right to cancel a session or a course if there are insufficient participants on the course.
4. If you cancel on any of the Total Swimming Academies you will be entitled to a full refund 28 days prior to the first day of the course. If you cancel 14 days before the start of the course you will be entitled to a 50% refund of the total amount. Once the course has started the fee is non-refundable.
5. If a venue cancels a session, we will attempt to contact you with as much notice as possible. Total Swimming Academies hires the pools from various different schools and Local Authorities and is therefore not directly responsible for the pool maintenance. In the unusual event of a pool closure we will offer an alternative venue or re-schedule the lesson when the pool is back in operation.
6. As of November 2011, Total Swimming Academies is introducing a booking fee, which is relevant to any customer who does not pay in the re-enrolment window, which is 2 weeks before the end of term. The booking fee will be a £3 surcharge on top of the current programme fee. We urge you to secure your place within the re-enrolment window, so we can waive this booking fee. If payment hasn't been received with the re-enrolment window, your place on the academy will NOT be secure and may be offered to another customer.
7. For new customers booking onto their first course, payment must be made to secure your child's place by the day of the first session of the new term. If payment is not made by the first session and you have not contacted us if there are any problems, we will assume you no longer want your child's place in the academy and we will offer that place to another customer.
8. If due to unforeseen circumstances there are insufficient teachers to safely conduct the course or the session we have the right to cancel the said session or course as the safety of our swimmers is paramount. If for any reason a teacher cannot attend a session, we will either ask another teacher to take over that session, or if no other teacher is available then payment will be carried over and deducted from the next course or refunded if you no longer wish your child to attend the academy after the course.
9. In the event of any cancellation to sessions, communication will be sent out by text message. Therefore it is important to make we have correct number. If you need to update your details this can be done through your online account or by contacting our head office.
10. Total Swimming Academies will communicate through email and phone with regards to confirmation of payment and places on the course, therefore we are not responsible if you have changed either of these addresses or numbers and not informed us of the change.

11. If you have 3 children in your family who wish to join our swimming sessions, you will receive a 10% discount off the total cost of the course. The children must be booked on at the same time and they must all live at the same address to qualify for this discount and can only be applied when booking over the phone.

12. If you need to contact Total Swimming Academies regarding your payment our contact details are: Telephone number: 0161 764 2224, email address: info@totalswimming.co.uk and postal address: Total Swimming Academies, House of Sport, 1-2 Frecheville Court, Off Knowsley Street, Bury BL9 0UF.

• **TOTAL** MERCHANDISE

We stock Total Swimming Academies Hoodies, swimming caps, drawstring bags and towels. Please see price list below;

Total Swimming Academies Silicone Cap	£3.00
Total Swimming Academies Hooded Tops	£15.00
Total Swimming Academies Towel	£15.00
Total Swimming Academies Kit Bag	£3.00

For more information or to place an order for any of the items above,
Please call **0161 764 2224**

• **TOTAL** CONTACT DETAILS

If you have any queries please feel free to contact us, and keep checking out our website. We look forward to developing with you!

Rachael

Rachael Wright
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Total Swimming Academies,
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