

FAO. School Swimming Coordinator

City Development
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Leeds
LS11 5DJ

Contact: Sarah Crossley
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25/03/2025

Application for Swimming & Water Safety for Schools, September 2025 to July 2026

I am writing with regards to your swimming booking for the school academic year September 2025 to July 2026. Please fully read this letter prior to completing your application.

Bookings for 2025/26 will need to be done via the online application [here](#) this will allow you to request a booking for the forthcoming year. Please ensure you fully complete the booking form; it is imperative we gather as much information as we can at this point. Please ensure you indicate to the best of your knowledge how many children are expected to attend each session and whether the group of pupils will change throughout the academic year. Having this information allows the centre teachers to plan lesson delivery to maximise the time the children are attending. Please complete one application form per session if you have/would like more than one session.

Please can I ask you all to consider a change in your day/time and whether your school can amend timetables to allow a change as this will allow some flexibility for other schools to amend their sessions for example, if you have always booked Monday 13.30-14.00 please look to move to an AM session. As mentioned last academic year, I will be looking to switch those schools who have continually had a PM/AM so please be open to movement. Please note any request to change/amend session cannot be guaranteed and may be rejected. Once I receive all replies, I can then ascertain whether we have any space and transport available (if required) to grant your request. We are aware of the increasing demand for slots, and I will endeavour to accept additional bookings, however these are extremely limited due to pool timetabling. Due to the number of schools to programme, it would be a logistical nightmare to offer a free for all, therefore I ask you to work together in your clusters/trusts to allow movements etc.

Please note – there is a maximum number of children schools can bring dependent upon the leisure centre the schools attend (these capacities must be adhered to). Along with this, there is a maximum number of beginner's (information detailed at the end of this document) and further information is documented in the school swimming guidelines (refer to the current academic year document available [here](#)) or on Evolve via www.leedsvisits.org.uk.

Within the price quoted per lesson you are allocated either one, two or three Swimming Teachers dependent upon numbers (see prices below), therefore please only detail on your application form the additional Swimming Teachers you require (no more than three teachers can be allocated for any school). Please note some centres do not have the capacity to allocate additional teachers and therefore your request will not be fulfilled, this will be noted in your confirmation email/letter. Dependent upon pupil assessment then please be aware school teachers may be required to teach small group(s) of pupils so pupil:teacher ratios can be adhered to. School staff attending with pupils are expected to be on poolside and assisting where necessary either in delivery of lessons or completing assessment paperwork.

Closing date for forms to be returned is **Wednesday 30th April 2025**. Those requiring contracted hire transport with West Yorkshire Combined Authority (further details below) must return the completed forms by the deadline. Those who do not meet this deadline will not have transport scheduled until after October half term.

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Please consider that schools should provide lessons at either Key Stage 1 or Key Stage 2, pupils should ideally swim for 2 years. Water Safety is of paramount importance to us as a service and we would encourage children to swim every term and not just one or two terms.

The National Curriculum Standards for Swimming and Water Safety in Schools state that each pupil should be able to:

- Perform safe self-rescue in different water based situations
- Swim competently, confidently and proficiently over a distance of **at least** 25 metres
- Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke.

It is unlikely that those children who only swim for one or two terms will meet the required National Curriculum Standards, therefore please consider this when completing your application(s).

Within the weekly lessons, all schools will follow the Active Leeds School Swimming Manual. A set of lesson plans and scheme of work will be shared provided for each term and within this the three parts of the national curriculum standards are included in the teaching.

Within the Active Leeds School Swimming Manual the Swimming Teachers Association (STA) provide downloadable resources including certificates that match with the lesson outcomes. There are also distance badges available to purchase direct from the leisure centre.

DATES OF SWIMMING LESSONS (based on Leeds City Council Term Dates)

Each lesson lasts for 30 minutes duration within the following terms dates:

Autumn Term 2025 – w/c 8th September to w/c 8th December excluding w/c 27th October (13 weeks)

Spring Term 2026 – w/c 12th January to w/c 23rd March excluding w/c 16th February (10 weeks)

Summer Term 2026 – w/c 27th April to w/c 6th July excluding May Day (4th May) and w/c 25th May (10 weeks)

Priority is given to those schools swimming for all three terms (where possible). If you only wish to attend for 1 or 2 terms then we may request to move your session to accommodate a school who needs to attend for the full academic year.

PRICES (30minute sessions)

The standard number of teachers allocated allows the centre teachers to deliver a better quality of lesson to your school and look to increase attainment levels across all pupils. There has been a small price increase on 24/25 pricing with a breakdown as follows:

£120.50 - 1 - 12 children, price includes one swimming teacher and one lifeguard.

£145.00 - 13 - 39 children, price includes two swimming teachers and one lifeguard.

£173.00 - 40 - 53/59 children, price includes three swimming teachers and one lifeguard.

An additional Swimming Teacher is charged at £28.50 per 30 minutes (there may be instances where an additional teacher cannot be provided however this will be confirmed at the time of confirmation).

CANCELLATIONS

Once confirmation is received, the booking made will stand for the full academic year, should you wish to cancel the booking, charges stand unless you can find a suitable replacement, at which point, they would then incur the charges going forwards. Please note should you have school closures/residentials that occur on your scheduled day of swimming this will be charged as normal.

Should there be further impact from Covid-19 or a pandemic then Active Leeds will follow Government Guidance on the charges to be made should a facility be closed.

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SWIMMING GALA/SPORT PREMIUM FUNDING

If you wish to book a swimming gala or fun swim for your school, please email Sarah.crossley@leeds.gov.uk. The cost of a gala/festival is £79.00 per hour plus staffing costs (lifeguards, teachers etc).

Sport premium funding can be used towards the cost of the swimming gala/fun swim or alternatively schools can provide intensive lessons to target those pupils who have not been able to meet the National Curriculum standard requirements. For example, target those pupils in Year 6 for an intensive set of lessons following the completion of SATS. Alternatively, the first and last weeks of term are not formal weeks of school swimming and therefore can be used as week of intensive swimming i.e. Year 3 pupils due to start in the next academic year can get a head start on lesson

SPORTS HALL

If you wish to book a sports hall within one of our Leisure Centres, please contact the centre direct. If your request is alongside the swimming, then include all the relevant information in a cover note when returning your booking form.

EXTRA SESSIONS

If you wish for your school to swim outside the standard swimming term dates as stated above, then these need to be clearly indicated on the booking form and the necessary arrangements will be made with the pool.

Additional weeks if requested would be 1-5 September, 15-19 December, 5-9 January, 30 March-2 April (no lessons 3 April due to Good Friday), 20-24 April, 13-17 July.

As many schools are converting to independent/academies then there is a growing demand to swim outside the standard term dates, where possible centres will accommodate assuming there is no conflict with holiday programmes.

NB. transport as part of the contracted hire with West Yorkshire Combined (see further information below) cannot be arranged for the extra dates and you would need to arrange your own provision.

TRANSPORT

Should you select to book transport on your booking form then please read the following notice. **Schools are under no obligation to take up this offer.**

Through a partnership with the West Yorkshire Combined Authority (WYCA), the council's Children's Transport service can offer transport to and from swimming lessons that take place between 09.30 and 14.00. Children's Transport asks that you read the following information carefully.

Please be aware the contracted utilises providers such as Tetley's, Hunter Coaches, J&B travel, A&A travel, TS Travels and Kilvingtons to name a few, at times some of these may not be seat belted. Children of all ages already routinely travel in safety on public service buses, which have an excellent safety record, and neighbouring councils already routinely provide non-seat belted buses for education transport journeys. Should your schools overarching risk assessment state your pupils will only ever travel on transport with seatbelts then you will need to make your own travel arrangements.

If you have any particular requirements regarding transport to swimming lessons, please clearly state on the application form or contact WYCA on the numbers below. For example, if you need a wheelchair accessible vehicle this may be arranged but it would reduce the overall number of available seats on a bus, and WYCA will need to be aware in advance so they can factor this into your journey requirements.

The cost of transport within our contract for the 2025 to 2026 academic year will be confirmed as soon as possible as these are yet to be agreed. Once confirmed they will be emailed to all contacts.

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The buses operate to a tight schedule which allows:

- 5 minutes changing time before the start of a lesson; and
- 10-15 minutes between the end of a swimming session and the time when the bus has to depart.

To be able to offer this service at such a low rate, the buses are scheduled to move on to the next school swimming journey promptly, and delays can have a significant knock-on effect for children at another school. Unfortunately, we need to advise that recurring and avoidable delays may lead to a service being withdrawn so that other children don't miss out on their learning. We would always discuss any problems with a school first and try to help find mutually workable solutions and we thank you for understanding our position on this.

Please note that if you cancel a journey with less than 7 days' notice Children's Transport will still incur the fee for that journey, so your school will still be invoiced for it. However, as with everything else, we aim to take a pragmatic approach and will do what we can to help when things aren't going to plan for you. If you wish to cancel transport on a particular date, or have any queries about punctuality or lost property, you should call WYCA on 0113 2517292 / 0113 348 1122.

Schools are under no obligation to take up this offer. You are free to make your own independent transport arrangements to cater for the needs of your school for example school minibus, walk, external providers. Please indicate your preference on the booking form. This information will be passed to West Yorkshire Combined Authority for processing and once the schedules are confirmed the journey details will be sent out to your school.

Payment for transport arranged through the local authority is due in two instalments via internal recharges or, in the case of academies, invoices being raised retrospectively in March/April for the autumn and spring terms and in July for the summer term.

If you have any queries on any part of your School Swimming provision, then please do not hesitate to get in touch with myself.

REMINDER Closing date for application is **Wednesday 30th April 2025.**

Yours Faithfully
Sarah Crossley

Ref: ***Centre Capacity's*** (Pool use may not be exclusive use at certain times, as such the numbers stated above will differ. This will be communicated at the time of booking)

Maximum Numbers of Pupils per Centre			
Leisure Centre	No. of Pools	Max No. Children	Max No. Non Swimmers
Aireborough	2	59	36
Armley	2	59	36
Fearnville	2	59	32
Holt Park	2	45	36
John Charles Centre for Sport	1	39	39
John Smeaton	1	39	24
Kirkstall	2	59	24
Kippax	1	39	24
Morley	2	59	36
Pudsey	1	39	24
Rothwell	2	59	36
Scott Hall	2	59	32
Wetherby	2	59	30

Ref: ***Centre School Swimming Slots*** (for information purposes only to allow you to consider when selecting your session for the academic year)

Centre	Sessions	Mon	Tues	Wed	Thurs	Fri
Aireborough	AM	09.30-11.30	09.00-12.00	09.00-12.00	09.30-12.00	09.30-12.00
	PM					
Armley	AM			09.30-12.00	09.30-12.00	09.30-12.00
	PM	13.00-15.00	13.00-15.00	13.00-15.00	13.00-15.00	13.00-15.00
Fearnville	AM	10.30-12.00	09.30-12.00	09.30-12.00	09.30-12.00	09.30-12.00
	PM	13.30-14.30	13.30-14.00	13.30-15.00	13.30-15.00	13.30-14.00
Holt Park	AM	09.30-11.30	10.30-11.30	09.30-11.30	10.30-11.30	09.30-11.30
	PM			13.30-14.30		13.30-14.30
Aquatics Centre, JCCS	AM	09.30-12.00	09.00-11.00	10.00-12.00	09.30-12.00	09.30-12.00
	PM	13.00-15.00	13.00-15.00	13.00-14.30	13.00-15.00	
John Smeaton	AM	09.30-10.30	09.30-12.00	10.00-11.30	10.00-12.00	10.00-12.00
	PM	13.30-14.00	13.30-15.00	13.30-14.30	13.30-14.30	13.30-14.00
Kippax	AM		10.00-11.30			
	PM	13.00-14.30	13.30-14.30		13.30-14.30	13.30-14.30
Kirkstall	AM		10.00-11.30			10.00-11.30
	PM		13.30-15.00	13.30-14.30	13.30-14.30	13.30-15.00
Morley	AM	09.30-11.30	09.30-11.30	09.30-11.30	09.30-11.00	09.30-11.30
	PM	13.00-14.30	13.00-13.30	13.00-14.30	13.30-14.30	13.00-14.30
Pudsey	AM		10.30-11.30		10.00-11.30	10.30-11.30
	PM	13.30-14.30	13.30-15.00		13.30-15.00	13.30-15.00
Rothwell	AM		10.00-11.30		10.00-11.30	
	PM		13.00-15.00	13.00-15.00	13.00-15.00	13.00-14.30
Scott Hall	AM	09.30-11.30	09.30-11.30	10.00-11.30	09.30-10.30	09.00-11.30
	PM	13.00-14.30	13.30-14.30	13.00-14.30	13.00-14.30	13.00-14.30
Wetherby	AM	11.00-11.30			09.30-11.30	10.00-11.30
	PM	13.30-14.30	13.30-14.30	13.30-14.00	13.30-14.30	13.30-14.30