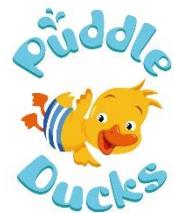


Swimming at Portfield School from September 2020



We are so excited to welcome you back to the pool. As with many things in life, there are some new procedures that you need to be aware of at your chosen venue. You will find everything you need to know about Portfield School below – please read it very carefully.

If you would also like to read about what, as your chosen swim school, Puddle Ducks is doing to keep you, your child and our team members safe, we have summarised all the steps we are taking including our risk assessment procedure, cleaning and hygiene regimes and temporary changes to the way our lessons will be run [here](#).

Arrival time

Please do not arrive any earlier than 10 minutes before your lesson starts (but at least 5 minutes before – late arrivals may have to wait to enter poolside). This should give you enough time to get poolside and prevents lots of people from waiting around in spaces which may be too small to handle it in the current situation.

Arriving swim-ready

Wherever possible, you and your child should arrive swim-ready at the venue i.e. with your swimming costume/trunks/swim nappy on underneath your clothes. This is because in most venues, the changing rooms will not be available for the time being.

We appreciate that those children still in nappies might need a nappy change just before their lessons. Ideally this can be done in the car before entering the building but if not, please take a change mat and you can do a quick change on your waiting marker in the changing room. Please make sure you have nappy bags and another bag in which to put the nappy bag to ensure there is no waste left.

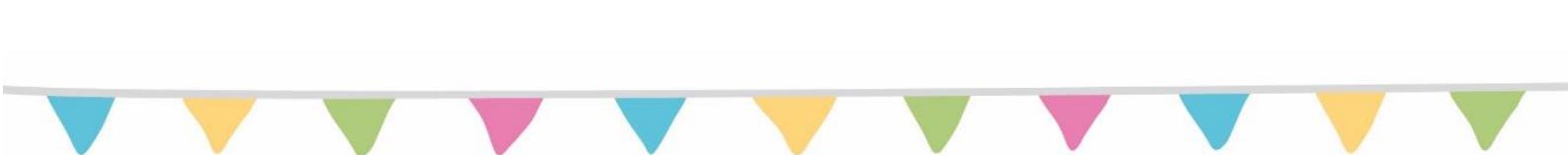
You will be asked to change whilst waiting in the corridor/in main changing room area as changing cubicles will not be available on entry to ensure we can keep on top of cleaning. Changing rooms will just be used as a waiting area initially so please bring only the essentials (keeping valuables to a minimum) and one waterproof bag to put everything in as this will be left poolside.

We advise that you bring a change mat that can be rolled up and placed in your bag, especially those of you who have little ones who would normally use a change table or a bench.

Spectators

For those with children in Swim Academy Level 3-5, one parent will be able to spectate from poolside. For all other classes, we cannot accommodate additional spectators unless you have a sibling swimming in another class – please speak to us in advance about this as we may be able to make special arrangements for you depending on the age of the child.

If you require assistance due to a disability (either your own disability or your child's), then you are able to bring a spectator to help as necessary.



By not allowing spectators, we are able to practice social distancing more effectively.

Parking at the venue

There are no changes to parking at this venue, however please adhere to social distancing where possible in the car park.

Entering the building

Adults will require a face covering to wear at all times other than when you are in the pool. If you have the NHS Covid-19 App, please scan the QR code on display. You should use the normal pool entrance door. Please wait on the markers which go up to the desk in the corridor, remove your shoes/coat and place in your bag. Portfield School staff will tell you when you can access the changing room, where you should use hand sanitiser then line up on a marker by the poolside door. Whilst waiting on your marker, remove any clothing and place in your bag to ensure you have easy access to them on exit. The teacher will give you instructions on when to enter poolside. Again, **all belongings should be placed in one large waterproof bag**, not in any lockers.

Signing in/Letting us know you are here

A Portfield School team member will greet you at the desk and ask you to wait there until they have cleaned through the touch points. Please do not enter until you have been told to.

Toilets

One toilet will be available in changing rooms, however please do be aware of social distancing when using them and note they will only be cleaned once every 30 minutes and not between every use. If your child needs to use the toilet part-way through a lesson, you should put a mask on and walk around the one-way system. If they need the toilet with only 5 minutes to go before the end of the class, you will need to take your belongings with you too. Wearing a mask will be important as there may be people from the following class waiting in the changing rooms.

Changing rooms

On entry, changing rooms are just a waiting area, so customers should arrive “swim ready”. On exit, cubicles will be available for changing. Showers should not be used. You should have a quick towel down and change – please be ready to leave within 10 minutes of your lesson finishing. This is to allow Portfield School to clean any touchpoints ready for the next users.

Entering the pool area

Your teacher will tell you when you can enter onto poolside. Please turn left on entry – this pool will use a one-way system so that those entering and exiting the pool do not mingle – please move to the next socially distanced marker to allow the previous class to exit the pool.

Moving around the pool, you should go to the furthest poolside safe station, removing your mask and putting your bag against the wall out of the way so it is not a trip hazard for anyone walking past. Your teacher will indicate when it is time for you to enter the pool.

For Swim Academy Level 3-5, you will drop your child off at a safe station and continue round the pool with your belongings to observe from the other end of the pool. Please ensure you stay 2m away from other parents.



Exiting the pool area after your lesson

You should climb out of the pool by your allocated safe station, collect your belongings and replace your face covering. When your teacher tells you to, you will move round to the right and filter back into the changing rooms as soon as the next class have entered onto poolside. Showers should not be used and we ask that you change quickly and leave within 5-10 minutes to allow us to clean between sessions. We advise that you bring easy, comfortable clothing for both you and your child – items like onesies might be easiest for children to get changed quickly and keep them warm.

Leaving the building

When you are ready to leave the building, please use the hand sanitiser provided and make your way back out of the changing rooms.

Once out of the changing rooms, turn right and put on your shoes (we recommend flip flops/crocs). You will continue to follow the corridor to the end and exit the building. Once out turn right which will take you back to the car park.