



**Stockport Metropolitan Borough Council  
Services to People  
in association with  
Life Leisure**

# **SCHOOLS SWIMMING GUIDELINES 2015**



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**RATIONALE FOR THE STOCKPORT SCHOOLS SWIMMING PROGRAMME**

- There is clear guidance for the teaching of swimming within the legal requirements of the National Curriculum in England for Physical Education. Swimming is a compulsory element of the programme at Key Stage 2 unless pupils have completed the full requirements of this level at Key Stage 1.
- The programme of study sets out what pupils should be taught and the attainment targets set out the expected standard of pupils’ performance. In meeting this attainment target pupils should be taught the knowledge, skills and understanding within the specific breadth of study for swimming.
- This knowledge, skills and understanding is embodied in the four strands of acquired and developed skills, selected and applying skills, evaluating and improving performance and knowledge and understanding of fitness and health.
- In swimming activities and water safety pupils should be taught to:
  - Pace themselves in floating and swimming challenges related to speed, distance and personal survival.
  - Swim unaided for a sustained period of time over a distance of 25 metres.
  - Use recognised arm and leg actions, lying on their front and back.
  - Use a range of recognised strokes and personal survival techniques.
- To facilitate the progressive development of the programme, schools are asked to send pupils for swimming using the prescribed ‘Swimming Programme Model’ (see fig 1).
- Within this model there is a case for the persistent non-swimmer to continue swimming throughout Key Stage 2. If pupils are identified as having an aversion to water in Year 3 then opportunity should be given for continuous swimming until this aversion is overcome.

AUTUMN TERM

SPRING TERM

SUMMER TERM

Fig 1

|        |        |        |
|--------|--------|--------|
| YEAR 4 | YEAR 5 | YEAR 3 |
|--------|--------|--------|

- A programme of study using this model has been developed. Varieties of awards are available for pupils and are suited specifically for all levels of ability. In addition there is a ‘National Curriculum Certificate’ which indicates clearly pupil’s achievements within the statutory requirements of the National Curriculum (See Appendix 1). This certificate is not awarded below Year 5, due to pupils’ reduced levels of understanding of survival principles.

**GUIDANCE FOR HEAD TEACHERS**

- The funding formula for swimming reflects the total number of pupils in years 3, 4, 5 and 6. The allocation of budget will be based on a lump sum payment to each school plus a fixed amount per child. This includes monies for the cost of swimming and transport to the pools.
- This cost per session includes one swimming teacher, water time, equipment and awards. In addition there is a cost for transport. These costs will vary depending on the location of the school and pool. There will be 35 sessions in any academic year. Notification of start and finishing times will be in the Summer term.
- Any problems with regard to allocation of swimming time contact Life Leisure (Tel. 0161 429 0401).
- Any problems regarding transport contact Transport (Tel. 0161-249-4420)
- Local authority safety regulations limit numbers to a maximum of 35 pupils per swimming teacher in a 25 metre pool and 20 in a small pool. This is only possible if the class teacher supports the swimming teacher on poolside. If the teacher is unable to do this the maximum number drops to 20.
- Class teachers are expected to assist with the teaching of pupils on the poolside. It is therefore important that they are happy with working in the pool environment. Teaching notes/lesson plans are available for the class teacher.
- TA's should be prepared to assist both in and out of the water with their children. An additional swimming teacher is available to provide further help and support at an additional cost (a minimum of 6 weeks' notice is required to provide this service). Where manual support is provided for pupils in the water, this will be in an appropriate form and in line with the Amateur Swimming Association approved techniques. School staff will be guided by the swimming teacher in the appropriate techniques to be used.
- The working relationship between the class teacher and the swimming teacher should be seen as one of partnership. It is recognised that the class teacher has an overall responsibility for the children in his/her care. However, to enable this responsibility to be more effectively managed the class teacher will be responsible for the conduct of the children before entering onto the poolside and the swimming teacher will take responsibility on the poolside. Any sanctions following a breach of discipline should be jointly agreed by the class teacher and swimming teacher to ensure that both pool and school policies are adhered to and both parties are fully aware of the incident.
- Teachers should have a change of shoes and wear clothing appropriate for poolside wear and it is suggested that trousers are more appropriate for teaching on the poolside.
- Any difficulties encountered with the swim programme side should be, in the first instance, discussed with the swimming teacher. If there are any difficulties unresolved then contact the PE Consultant/Aquatics Manager.
- Children who are excused from swimming should remain at school.
- The swimming teacher must be informed of any medical conditions that might affect the pupils' performance in lessons. In the case of children with serious medical conditions, such as epilepsy and heart conditions, medical clearance and the written permission of parents are essential before they are allowed to take part in normal swimming programmes. Swimming

teachers must be informed of any recent attacks and/or changes to medication. It is important that pupils with asthma bring the prescribed inhaler onto poolside. In the absence of the inhaler, it is the class teacher's decision whether or not the child swims. It would be prudent to give the swimming teacher details of prescriptions of any pupils with a serious medical condition, in case they ever need emergency medical treatment. Children who have a severe visual problem and need to wear glasses/prescription goggles should attach elastic to keep them in place. Pupils with epilepsy must have a designated spotter on poolside at all times.

- Pupils' swimwear should be close fitting in order not to hinder movement or produce resistance. Bikinis and long baggy shorts are ideal for the beach or for holiday wear but seriously restrict a swimmer and are therefore not appropriate for swimming lessons. Religious sensitivity needs to be demonstrated, but staff should ensure the correct balance between safety, religious requirements and the need to be able to see the limb movements of pupils to ensure appropriate learning and safe practice. Liaison with community leaders can do much to minimise any problems.
- Goggles are not advisable for school swimming lessons. It is important that the children are comfortable in AND below the water (without the use of goggles). However there may be medical reasons why they need to be worn. The class teacher should discuss any such case with the swimming teacher. When goggles are used, they should be made of unbreakable plastic or rubber materials. The British Standard for the manufacture of goggles includes the requirement that the packaging should contain instructions regarding the putting on and removal. Pupils should be taught to remove them by slipping them off the head and not by stretching the retaining band as wet plastic is slippery and may injury to the eye area. Where goggles are not properly fitted they may mist up and adversely affect visibility.
- Given the potential injury, the adult responsible for the group should have the prerogative to require the pupil to remove the goggles for reasons of safety if the pupil constantly adjusts or removes and replaces them. The adult/teacher is not responsible for fitting or adjusting a child's goggles and should not undertake this.
- In the rare instances where an individual has particularly sensitive eyes or wears lenses, schools should require a parental letter stating that the pupil has particular needs to warrant the use of goggles. Such a letter would have the status of simply being informative and would not constitute any form of indemnity should injury arise later through the misuse of the goggles.
- Parents and carers should still be informed however, when they request the wearing of goggles because of their child's particular need, the adult in charge retains the prerogative to require the removal of the goggles for reasons of safety.
- Children will not be allowed to wear goggles for jumping, diving, game sessions & water safety/skills assessments, unless their use has been previously agreed by the swimming teacher due to an inhibiting medical condition. Where the use of goggles is agreed, it may be necessary to modify the pupil's participation so that neither they, nor other pupils, are placed at undue risk
- Where loose hair is long enough to impair vision, a swim cap is advised or, as a minimum, long hair should be tied back at all times.

- **The wearing of jewellery is strictly forbidden.** This includes earrings, studs, rings, bracelets etc. The only exception to this rule is a medication identity bracelet where a sweatband should be worn to cover the bracelet.
- There should be no chewing during the swimming lessons.

**GUIDANCE FOR CLASS TEACHER**

- Class teachers are expected to assist with the teaching of pupils on the poolside. It is therefore important that they are happy with working in the pool environment.
- The working relationship between the class teacher and the swimming teacher should be seen as one of partnership. It is recognised that the class teacher has an overall responsibility for the children in his/her care. However, to enable this responsibility to be more effectively managed the class teacher will be responsible for the conduct of the children before entering onto the poolside and the swimming teacher will take responsibility on the poolside. Any sanctions following a breach of discipline should be jointly agreed by the class teacher and swimming teacher to ensure that both pool and school policies are adhered to and both parties are fully aware of the incident.
- The swimming teacher will require a class list for each group at the start of each block of swimming sessions.
- The swimming teacher must be informed of any medical conditions that might affect the pupils' performance in lessons. In the case of children with serious medical conditions, such as epilepsy and heart conditions, medical clearance and the written permission of parents are both essential before they are allowed to take part in normal swimming programmes. Swimming teachers must be informed of any recent attacks and/or changes to medication. It is important that children with asthma bring the prescribed inhaler onto poolside. In the absence of the inhaler, it is the class teacher's decision whether or not the child swims. Pupils with epilepsy must have a designated spotter on poolside at all times.
- Children who have a severe visual problem and need to wear glasses/prescription goggles should attach elastic to keep them in place.
- Teachers should have a change of shoes and wear clothing appropriate for poolside. Outdoor shoes are forbidden in the interests of cleanliness. A whistle is required for emergencies.
- Exclusions from swimming should include anyone who is infectious or contagious or is medically exempt. Verrucas do not prevent pupils from swimming. Children who are excused from swimming should remain at school.
- Good discipline should be expected at all times within the recreation centre/pool and in the changing rooms. Pupils will need to be made aware of pool regulations. Any child who is sent or going off the poolside requires the permission of the class teacher and the swimming teacher needs to be informed of any child leaving the pool side.
- Pupils should enter the changing rooms in a quiet and orderly manner. Clothing should be left in a tidy manner. Where possible pupils should shower. To keep the water clean it is important to use the toilet before the start of the lesson. This then limits the need to use chemicals in the water, which sometimes cause irritation to skin and eyes.
- Pupils' swimwear should be close fitting in order not to hinder movement or produce resistance. Bikinis and long baggy shorts are ideal for the beach or for holiday wear but seriously restrict a swimmer and are therefore not appropriate for swimming lessons. Religious sensitivity needs to be demonstrated, but staff should ensure the correct balance between safety, religious requirements and the need to be able to see the limb movements of

pupils to ensure appropriate learning and safe practice. Liaison with community leaders can do much to minimise any problems.

- Goggles are not advisable for school swimming lessons. It is important that children are comfortable in AND below the water (without the use of goggles). However there may be medical reasons why they need to be worn. The class teacher should discuss any such case with the swimming teacher.
- When goggles are used, they should be made of unbreakable plastic or rubber materials. The British Standard for the manufacture of goggles includes the requirement that the packaging should contain instructions regarding the putting on and removal. Pupils should be taught to remove them by slipping them off the head and not by stretching the retaining band as wet plastic is slippery and may injury to the eye area. Where goggles are not properly fitted they may mist up and adversely affect visibility.
- Given the potential injury, the adult responsible for the group should have the prerogative to require the pupil to remove the goggles for reasons of safety if the pupil constantly adjusts or removes and replaces them. The adult/teacher is not responsible for fitting or adjusting a child's goggles and should not undertake this.
- In the rare instances where an individual has particularly sensitive eyes or wears lenses, schools should require a parental letter stating that the pupil has particular needs to warrant the use of goggles. Such a letter would have the status of simply being informative and would not constitute any form of indemnity should injury arise later through the misuse of the goggles.
- Parents and carers should still be informed however, when they request the wearing of goggles because of their child's particular need, the adult in charge retains the prerogative to require the removal of the goggles for reasons of safety.
- Children will not be allowed to wear goggles for jumping, diving, game sessions & water safety/skills assessments, unless their use has been previously agreed by the swimming teacher due to an inhibiting medical condition. Where the use of goggles is agreed, it may be necessary to modify the pupil's participation so that neither they, nor other pupils, are placed at undue risk
- Where loose hair is long enough to impair vision, a swim cap is advised or, as a minimum, long hair should be tied back at all times.
- The wearing of jewellery is strictly forbidden, this includes earrings, studs, rings, bracelets etc. The only exception to this rule is a medication identity bracelet when a sweatband should be worn to cover the bracelet where a sweatband should be worn to cover the bracelet.
- There should be no chewing during the swimming lesson.
- Teachers should check that the swimming teachers are ready for pupils to enter onto the poolside before sending the class through from the changing rooms. The class must be counted both before and after the lesson.
- Safety is a paramount importance and children must be encouraged to be aware of each other and take notice of the signs and signals used when in the pool. It is important that they learn

and abide by the simple code of STOP, LOOK and LISTEN whenever they hear a whistle. It may be an emergency. The swimming teacher will inform the class teacher of all safety procedures.

- Teacher's notes/lessons will be available to the class teacher to enable them to support the swimming teacher with specific groups. Where manual support is provided for pupils in the water, this will be in an appropriate form and in line with the Amateur Swimming Association approved techniques. School staff will be guided by the swimming teacher in the appropriate techniques to be used.
- A record sheet will be available so that pupils progress can be monitored (See Appendix 4)

**GUIDANCE FOR TEACHER ASSISTANTS**

- TAs are required to assist with the child/children in their care, by reinforcing the swimming teachers instructions and encouraging them to join in the lesson with the rest of the class. Whenever this is inappropriate there will be equipment available and simple lesson plans to follow.
- You may be required to work with the child from **in** the water. Should this present you with a problem and the child would be unsafe without assistance in the water then the school should make alternative arrangements by either arranging for another adult to go in the water or to keep the child at school. Teacher Assistants who do assist **in** the water should inform the swimming teacher whether they are **strong, weak or non-swimmer**.
- Where manual support is provided for pupils in the water, this will be in an appropriate form and in line with the Amateur Swimming Association approved techniques. School staff will be guided by the swimming teacher in the appropriate techniques to be used.
- Before your first visit to the pool; ask staff who have previously been to the school swimming lessons the arrangements for changing. You will have the use of a private cubicle. If the child in your care needs special changing facilities or a poolside wheelchair and/or the use of the hoist, please make arrangements beforehand in order that equipment is ready for use. Contact the swimming teacher at your pool.
- Help control boisterous children; reinforcement of good behaviour is essential at all times.
- Follow the emergency procedures as laid down by the pool management.
- In the interests of Health and Safety it is recommended that you wear comfortable loose clothing, appropriate footwear.
- For further advice you can contact Life Leisure on 429 0401.
- **A hoist is available at all the Stockport Pools.**

### GUIDANCE FOR PARENTS

- Swimming is a compulsory element of the programme at Key Stage 2 unless pupils have already completed the full requirements of this level at Key Stage 1.
- In swimming activities and water safety pupils should be taught to:
  - Pace themselves in floating and swimming challenges related to speed, distance and personal survival.
  - Swim unaided for a sustained period of time over a distance of 25 metres.
  - Use recognised arm and leg actions, lying on their front and back.
  - Use a range of recognised strokes and personal survival techniques.
- These are the suggested programmes for the schools to follow:

AUTUMN TERM

SPRING TERM

SUMMER TERM

**Fig 1**

|        |        |        |
|--------|--------|--------|
| YEAR 4 | YEAR 5 | YEAR 3 |
|--------|--------|--------|

- The programme is delivered with the class teacher and swimming teacher working in partnership. If you have any concerns, worries with reference to your child and swimming do contact the school.
- The school must be informed of any medical conditions that might affect your child’s performance in lessons. If your child has a serious medical condition, such as epilepsy or a heart condition, medical clearance and written permission from you are both essential for your child to take part in the normal swimming programme. If your child has asthma it is important that he/she bring the prescribed inhaler with them onto the pool side. If your child has a severe visual problem and needs to wear glasses/prescription goggles you should attach elastic to them to keep them in place.
- Your child’s swimwear needs to be close fitting in order not to hinder movement or produce resistance. Low cut costumes with straps that fall from the shoulder, bikinis and baggy shorts are ideal for the beach or holiday wear but seriously restrict a swimmer and are therefore not appropriate for swimming lessons. If for religious reasons your child is not allowed to wear the usual swimwear please contact the school.
- Where loose hair is long enough to impair vision, a swim cap is advised or, as a minimum, long hair should be tied back at all times
- **The wearing of ANY jewellery is strictly forbidden.** The only exception to this rule is a medication identity bracelet where a sweatband should be worn to cover the bracelet.
- Goggles are not advised for school swimming lessons. It is important that children are comfortable in AND below the water (without the use of goggles). However there may be medical reasons why they need to be worn. It is important that the class teacher be informed of such medical reasons. Children will not be allowed to wear goggles for jumping, diving, game sessions & water safety/skills assessments, unless their use has been previously agreed by the swimming teacher due to an inhibiting medical condition. Where the use of goggles is

agreed, it may be necessary to modify the pupil's participation so that neither they, nor other pupils, are placed at undue risk.

- Your child will be assessed when they start their school swimming lessons. This is to clearly identify his/her level of swimming in terms of the various skills and techniques. How far he/she can swim is not the criteria used in this assessment. Your child will then be placed in a group suited to his/her ability.
- If there is a small pool/shallow water is not just used for non-swimmers and beginners but is also used to teach appropriate skills therefore do not be worried if your child is having lessons in the small pool/shallow water. Similarly your child may be given the opportunity to experience deep water. The swimming teacher will make the best use of water space, ability and staff numbers.
- Parents/carers should only attend school swimming lessons to observe with the prior agreement of both the school and swimming pool.

**If you have any worries or concerns with regard to swimming contact the school.**

## GUIDANCE FOR SWIMMING TEACHERS

- The working relationship between the class teacher and the swimming teacher should be seen as one of partnership. It is recognised that the class teacher has an overall responsibility for the children in his/her care. However, to enable this responsibility to be more effectively managed the class teacher will be responsible for the conduct of the children before entering onto the poolside and the swimming teacher will take responsibility on the poolside. Any sanctions following a breach of discipline should be jointly agreed by the class teacher and swimming teacher to ensure that both pool and school policies are adhered to and both parties are fully aware of the incident.
- On arrival on the poolside the children should be counted and on the completion of the lesson the pupils should be counted before they leave the poolside.
- The swimming teacher should brief the class teacher on the safety procedures including the familiarisation and position of all safety equipment and the emergency system in operation at the pool. The simple STOP, LOOK and LISTEN code should be discussed. A copy of the pool safety and emergency procedures should be available. (See Appendix 3)
- On the childrens' first visit to the pool the swimming teacher must introduce them to the pool environment, the safety regulations and the signs and signals relating to emergency procedures should be identified. Children should be encouraged to be aware of each other. They should inform the teacher if an emergency situation should arise.
- If there are specific behaviour problems with a child these must be discussed with the class teacher so that appropriate action can be taken.
- Any medical conditions that might affect the pupil's performance in the lesson must be ascertained at the beginning of each lesson. Any major concerns should be discussed with the class teacher.
- If a pupil is disruptive in the pool, appropriate action should be taken in consultation with the class teacher.
- The class teacher should be provided, at the beginning of each lesson, with the appropriate teaching materials.
- The teaching styles used should reflect the 'process model' embodied in the guidance in the National Curriculum. Pupils should at all times be actively involved in their own learning. The swimming teachers should follow the authority's programme of study.
- Where manual support is provided for pupils in the water, this will be in an appropriate form and in line with the Amateur Swimming Association approved techniques. School staff will be guided by the swimming teacher in the appropriate techniques to be used.
- A record of the pupil's progress in swimming should be provided for the school at the end of each block of work.
- All swimming teachers should have whistles. There is a requirement that they complete the Life Leisure Water Test every six months. Failure to comply means withdrawal from the poolside.

- The swimming teacher must endeavour to be prompt in order to ensure that they are the first to enter the poolside and the last to leave. All necessary equipment should be available prior to the start of the school lesson. Adequate life-saving equipment, buoyancy aids and first-aid equipment, including a blanket, should be immediately to hand.
- The swimming teacher, on the poolside, should wear the uniform provided.

**GUIDANCE FOR ASSESSING**

- All testing/assessing is to be carried out by the swimming teacher.
- Children are to be assessed by ability as opposed to year group with the exception of the National Curriculum awards which are to be tested in the last year of the children's swimming, either at Year 5 or Year 6.
- The children of each year group should get a certificate.
- Testing can either be done on a continual basis or in the form of a test session
- Suggested areas for testing:

**Badge 1**

|   |
|---|
| Balance and buoyancy (floating – complete relaxation and stretched) |
| Body position – flat and horizontal                                 |
| Streamlining (push and glide)                                       |
| 10m kick on back  |
| Aquatic breathing and underwater work                               |
| Streamline – 5m minimum extended front paddle=10m in total.         |
| Rotation – lateral & pendulum f-b & b-f                             |
| Deep water confidence   |

Children achieving schools award 1 should be confident at relaxation and stretched floats, underwater and in the deep. They will have achieved 10m on back and be able to rotate from 5m + front to back keeping a good alternating leg kick.

**Badge 2**

|  |
|--|
| Under water work and rhythmical breathing                  |
| Minimum of 5m over arm recovery on front- rotate onto back |
| 10m sculling   |
| 10m back stroke continuous arms                            |
| Fly kick   |
| Breaststroke legs 10m                                      |
| Deep water – Jump and tread water                          |

Children achieving schools award 2 should have streamlined starts front and back, 10m continuous back stroke, 5m minimum front crawl arms, breaststroke legs front or back. They will have a good 'feel' for the water and be confident underwater and in the deep.

**Appendix 1****SCHOOL SWIMMING PROGRAMME AND TARGETS**

- To develop awareness and understanding of water safety, hygiene and conservation of water and to increase water confidence and achieve propulsion through the water.
- To develop the swimming strokes, basic survival skills and other disciplines of the sport including working with others.
- To introduce swimming for health and fitness.
- To be able to swim a minimum of 25m and to be able to plan and perform skills, evaluate and make choices concerning rescues, games and stroke improvements.

Pupils should:

- Know the pool requirements for safety and hygiene, including the emergency telephone number 999.
- Be able to perform safe pool entries and exists.
- Be able to rotate whilst swimming.
- Be able to change direction whilst swimming.
- Experience aquatic breathing.
- Be able to retrieve an object from the pool bottom-shallow water.
- Be able to swim 10m using a correct stroke.
- Develop games skills.
- Be able to scull 10m.
- Experience being in the water whilst clothed.
- Understand the importance of floatation for survival purposes.
- Be able to tread water including 180° turns.
- Be able to perform a handstand/inverted position.
- Be able to perform surface drives, head first, feet first and swim 3-5 metres underwater.
- Recognise different category of casualties.
- Be able to describe/perform a somersault.

- Be able to perform a sequence of skills (as a solo/partner work).
- Demonstrate an understanding of water safety rules which are appropriate to open water.
- Be able to describe/perform a reach rescue.
- Be able to respond to a life-threatening situation working with others with appropriate equipment. Know basic water safety relating to cold water and its effect on the body and be able to describe/perform a H.E.L.P. position.
- Have an understanding of tidal waters and use of safety equipment such as buoyancy aids, life jackets and the work of the Life Guard/Lifeboats.
- Be able to swim a minimum of 25 metres.

**Appendix 2****SWIMMING AWARDS**

A variety of awards are available for pupils to specifically suit all levels of ability. In addition there is a 'National Curriculum Certificate' which indicates clearly your child's achievements within statutory requirements of the National Curriculum. This will be available to pupils at the end of Key Stage 2.

**Special and distance awards**

- **Special achiever and Endeavour Award:-** these two awards are for those children who have worked diligently and made progress, however slight, through their hard work and tenacity.
- **5m Certificate:-** this is the first distance award for a swim from a to b, without aids, over a distance of 5m. No stroke technique is required.
- **10m Certificate:-** this is awarded to children for swimming the distance of 10m, without aids, and whilst a stroke technique is still not required, in the interest of safety, teaching staff will expect the swimmer to be 'comfortable' in the swim.
- **Distance Certificates 25m 50m 100m 200m:-** the distance awards are awarded to children who demonstrate a good technique in swimming a stroke over a set distance.

**Water Skills Awards**

**Schools Award 1:-** Children achieving schools award 1 should be confident at relaxation and stretched floats, underwater and in the deep. They will have achieved 10m on back and be able to rotate from 5m + front to back keeping a good alternating leg kick.

**Schools Award 2:-** Children achieving schools award 2 should have streamlined starts front and back, 10m continuous back stroke, 5m minimum front crawl arms, breaststroke legs front or back. They will have a good 'feel' for the water and be confident underwater and in the deep.

### **Water Safety Awards**

- **Proficiency Certificate:-** this award demonstrates a high level of competency and is to establish, as far as possible, a safe swimmer with a good understanding of stroke technique and water safety.
- **National Curriculum Certificate 1:-** this will indicate clearly achievements within the National Curriculum statutory requirements.
- **National Curriculum Certificate 2:-** this award recognises the high level of skill and competence reached in achieving the National Curriculum requirements.

These awards are continually assessed and as pupils need to show underwater confidence, stroke technique and water safety skills,

**NB. Goggles cannot be worn during lessons or assessments without a medical note.**





