

## Set Up and Timings

Oxford Swimming Academy Lessons run between 3.45-5.45pm. It is important that lessons run as punctually as possible to ensure there are no delays for our swimmers to change and also for staff to leave the building

Banbury Swim Club and Oxford Swimming Academy share the building hire between 5.45pm and 6pm. Meaning our swimmers can leave and theirs can change ready to start at 6pm.

## Arrival of Swimmers

Banbury Swim Club swimmers should not be arriving in the building before 5.45pm. Please let the office know if this is the case. We do not have the supervision in place and are not responsible for swimmers that are not part of our lessons.

## Arrival of Staff and Staff Changing

On arrival at the venue approx. 3.35pm all staff should change and be in their teaching kit before the doors are opened for swimmers and then lesson set up should occur whilst swimmers are changing to be poolside for correct supervision. Male and Female changing rooms should be used for this staff changing only, no changing should be taking place on poolside for any reason.

After lessons there is no staff changing access and so robes should be worn fully. Staff for the Banbury Swim Club arrive through the side door (which should be kept closed) but again there should be no access for their swimmers this way. This should allow Oxford Swimming Academy staff to put on robes, remove any wet swim kit and leave the building. If toilets are needed after lessons, the Bloxham main school reception toilets are open until 6pm for use.

## End of Lessons and Changeover

Oxford Swimming Academy is not responsible for setting up the Banbury Swim Club lanes and organisation. If you wish to help then you are of course very welcome, but please be aware that some teachers who have to rush to other venues and cover teachers may not remain on poolside to assist with lanes and this is not a requirement of their role.