



Cambridgeshire  
County Council



### Monkfield Park Primary School

Headteacher: Mrs S Jarman  
Deputy Headteacher: Mrs A Howell  
School Business Manager: Mrs J Durrant

School Lane, Great Cambourne,  
Cambridgeshire CB23 5AX

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3<sup>rd</sup> December 2019

Dear Parent/Carer,

#### Year 4 Swimming Curriculum

The Year 4 swimming lessons will begin on Wednesday 8<sup>th</sup> January 2020, at the St Neots pool, and will be held every Wednesday up to and including Wednesday 1st April 2020 (excluding 19<sup>th</sup> February - half term week).

Each Wednesday, the group will leave school at 9.15 am. We will be travelling by coach, which will be fully equipped with seatbelts. We expect to return to school by 11.50 am. Although the sessions run over playtime, it would be helpful if you could still send your child to school with their usual snack as there will be an opportunity to eat this when we return.

These swimming sessions are a legal part of the National Curriculum and are not optional. However, as they involve the children leaving the school site and a journey by coach, we require parental approval for this part of the activity on the slip below. If children are not able to take part in a session because of medical reasons or illness, please let us know in writing. If this is the case they will still accompany us to the swimming pool and observe the lesson missed.

The children should wear their school uniform as normal on Wednesday but will also need a bag containing their swimming costume and towel. Both of these should be clearly named. Swimming hats are optional but are particularly useful for children with long hair as there are no hair-drying facilities for a whole class. The group will be split into boys and girls for changing and there will be an opportunity for some children to use cubicles for additional privacy, if requested.

Mrs Warne and Mrs Sawford will be the members of staff in charge of the group and other accompanying adults will include teaching assistants and parent helpers. The children will be taught by swimming coaches, assisted by members of staff. We will work with a ratio of no more than 1:10 adults to children. Insurance by the County Council covers liability of the Council and personal accident cover to pupils.

A system of emergency contact details has been arranged. All adults on the trip will have a copy of the Risk Management and Assessment Procedures, which outline all emergency routines. Please ensure that the school has up to date contact details and medical records for your child. If there is any additional information that we are not aware of, please ensure this is included on the reply slip below.

We hope that this information is useful. If you have any further queries or concerns then please contact your child's class teacher.

Please complete and return the attached parental approval form and return to school by **Friday 13<sup>th</sup> December 2019**.





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Yours sincerely,

Mrs Flack and Mrs Warne  
(Aquila Class teacher)

Mrs Sawford  
(Cygnus Class teacher)

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**This form is to be completed and returned by Friday 13<sup>th</sup> December 2020**

**Swimming at St Neots Pool: 8<sup>th</sup> January 2020 – 1<sup>st</sup> April 2020**

**(excluding 19<sup>th</sup> February 2020 - February Half term)**

I give permission for ..... (child's name) to attend the swimming sessions. YES/NO

Additional medical information:

Signed: ..... Date: .....  
(Parent/Carer)

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### Parent/Carer helpers

I am already CRB/DBS checked for Monkfield Park and would like to volunteer to be part of the swimming trips every week as a parent helper. (Please be aware when volunteering to help on a trip, that you are unlikely to be placed in the same group as your child, as you are volunteering to help the class teacher, not any individual child. As spaces for helpers are limited, further details will be sent to those parents/carers who are chosen on a first come first serve basis to accompany the trip.)

Signed: ..... Date: .....



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