**School Swimming at <*insert name of school*>**

**Swimming Provider Meeting: <*insert date*>**

**Reviewing our school swimming provision**

Thank you for agreeing to meet with me to further review our current school swimming provision. The key areas I would like to discuss are as follows.

**Lesson planning**

The current schedule for lessons is as follows *<insert details of regularity of lessons, length of lessons, which classes attend and when>*.

The ASA’s recommendation is that each pupil receives a minimum of 25 hours of swimming instruction per school year. With this in mind I would like to suggest that pupils spend a minimum of 30 minutes **in the water** at each lesson.

I can share with you some template lesson plans which will facilitate this and we can also work through pages 12-14 of the National Curriculum Resource Pack 1: ‘Planning the Lesson’.

**Review of teaching provision**

I would like to discuss the current structure of the school swimming programme including the division of the groups of pupils and the teacher: pupil ratios. We can also discuss the possible use of the Sports Premium funding.

The ASA recommends a maximum ratio of pupils to teacher of 12:1, but smaller class sizes are more conducive to high quality lessons.

By reviewing this we can establish where our own teaching staff can be utilised to best effect and identify any necessary training requirements. We would like every member of school staff involved in swimming teaching instruction to benefit from the ASA’s National Curriculum Teaching Programme.

**Next steps**

Our next regular update meeting is on *<insert date>.*

If you have any queries at any time please email me at <*insert address*> or call me on <*insert telephone number*>.

<*Insert name*>

**School Swimming Champion**