School Swimming at <insert name of school>

Lesson Provider Update : <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>*.

Swim England recommend that each pupil receives a minimum of 25 hours of swimming instruction per school year. With this in mind I’d like to suggest that pupils spend a minimum of 30 minutes in the water at each lesson.

**Review of teaching provision**

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

Swim England 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 most effective and identify any necessary training requirements. We’d like every member of school staff involved in swimming teaching instruction to benefit from the Swim England 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**