



'Spurring each other on with love'

29th September 2025

Dear Parents and Carers,

Re: Year Three Swimming Lessons

Year Three swimming lessons will start on **Tuesday 13th January 2026** in the afternoon at Mount Kelly in Tavistock. Lessons will run for ten weeks with the last lesson being on **Tuesday 24th March 2026**. We will be travelling by coach. Due to the increased cost of coach travel, we are asking parents and carers to contribute towards the transport expenses for the ten weeks. This equates to a contribution of **£20 per child**, which we kindly request to be paid by **Friday 7th November 2025**.

During the first session, the children will be assessed on their swimming ability and then be taught at the appropriate level in the following weeks.

Due to coach and lesson timings, we will need to have an early lunch in the classrooms before we leave school. This means that the children will only be able to have **packed lunches on swimming days**. The Kitchen will be able to offer packed lunches. They should be ordered on the Tuesday morning in class indicating which sandwich filling they require – Tuna Mayo, Cheese or Ham.

Please ensure that your child's school uniform and swimming items are clearly labelled. Swimming items should be packed in a plastic bag big enough for a wet towel and a swimming costume. Please also make sure that long hair is tied back. The centre has asked that every child wears a swimming cap. Please return the permission slip below by **Friday 7th November 2025** at the very latest. We require adult helpers so, if you are available, please indicate on the slip below. You will need to complete a DBS check via the school before the lessons start.

Girls' Swimming Kit: One-piece swimming costume.

Boys' Swimming Kit: Swimming shorts should not be too long or baggy for safety reasons. Please do not send your child with knee-length shorts as they will not be allowed to participate. They can have a quick shower but no shampoo or shower gel please.

Yours sincerely,

J Hamilton

Mrs T Hamilton
Headteacher



Re: Year Three Swimming Lessons on Tuesday 13th January – 24th March 2026

I give permission for my child to participate in the above swimming lessons. I have paid via the gateway.

Child's name: Class: Date:

Parent's/Carer's signature: Name: (please print)

I can offer to help (please insert dates you are available):

PLEASE RETURN SLIP BY FRIDAY 7th NOVEMBER 2025 AT THE VERY LATEST

Privacy Notice – off site activities

The information you provide will be used for the purposes of booking this off site activity. Relevant information about your child (such as medical or dietary information), may be shared with the company or organisers of the activity, to ensure the safety and wellbeing of your child. This may also include your contact details, in the event of an emergency.

For more information about how we handle personal information and your rights, visit our website at www.bickleighdown.co.uk.



Parent Volunteer Protocol for School Visits

1. Purpose

To outline the expectations, responsibilities, and procedures for parent volunteers participating in school visits, ensuring a safe and productive environment for all.

2. Eligibility

- All volunteers must be **approved by the school** prior to participation.
- Volunteers must complete a **DBS check** unless they will be accompanied by a member of staff at all times.
- Volunteers should arrive punctually so that they can be briefed on any relevant information before the visit.

3. Arrival & Risk Assessment

- Upon arrival, volunteers must **sign in at the school office** and wear a **visitor badge** at all times whilst on school site.
- A copy of the **risk assessment** will be shared with you. This may include confidential information, so we kindly ask that it is **not shared** and is **returned to school at the end of the day**.

4. Safeguarding & Supervision

- As part of our safeguarding procedures, **parent helpers will not be placed in the same group as their own child**, unless supporting on a 1:1 basis. Please speak with your child beforehand so they know what to expect. The rationale for having parent helpers is to ensure we have appropriate adult supervision for the safety and well-being of all children, and to support staff in delivering a well-organised and enriching experience for the class or year group.
- **If a child needs to use the toilet:**
 - Please **check that no other adults are inside** before allowing them to enter.
 - If you need to accompany a child, **ensure another adult is present**.
- Volunteers must not be left alone with pupils or administer first aid unless trained and authorised.
- Any concerns about a child's welfare must be reported **immediately** to the Designated Safeguarding Lead (DSL). If the DSL is not on the visit, concerns should be reported to the visit leader.

The school DSLs are Mrs Hamilton, Mrs Conday, Mrs Bright and Mr Harding.

5. Code of Conduct

Volunteers are expected to:

- Maintain **confidentiality** regarding pupils and school matters.
- Follow the **instructions of the class teacher or visit leader**.
- Use **positive language and behaviour** at all times.
- Avoid using mobile phones during activities unless in an emergency.
- Dress appropriately for a school setting.

6. Roles & Responsibilities

Volunteers may be asked to:

- Support small groups or individual pupils.
- Assist with supervision during trips or events.
- Help with classroom activities or resources.

Volunteers **must not:**

- Take photographs unless explicitly permitted.
- Engage in private conversations with pupils about personal matters.

7. Health & Safety

- Volunteers should be familiar with **emergency procedures** (e.g., fire evacuation).
- Any accidents or incidents must be reported to a staff member immediately.

8. Feedback & Evaluation

- Volunteers are encouraged to provide feedback after visits.
- Staff may also provide feedback to support volunteer development.

