

Wenona

LEARN TO SWIM 2024





Learn to Swim Handbook

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Learn to Swim Handbook

1. Welcome

Welcome to Wenona Learn to Swim (LTS). We offer programs for children of all ages in our dedicated Learn to Swim Pool, located within the School's Athenaeum building, which opened in 2020.

Our programs focus on teaching students skills for life, founded from years of experience in aquatic education. Being able to swim well is a pathway to enjoying swimming recreationally and competitively. Swimming is a skill applicable to a range of other sports, and an excellent form of exercise and cross-training. Our aim is to help everyone achieve their swimming goals, whatever they may be.

2. Learn to Swim Program

Wenona Learn to Swim is a structured program with a series of age-based and ability-based levels. Lessons are approximately 30 minutes in duration and are taught by instructors who hold nationally-recognised qualifications in swim teaching, water safety, and CPR. Many instructors are also qualified coaches and lifeguards.

The following principles act as the building blocks of our curriculum:

1. *Breath control*: this is a foundational skill that is necessary for teaching submersion. It is also a vital skill for teaching correct breath exchange in competitive strokes.
2. *Body position*: this is first emphasised when students learn floatation, by finding an equilibrium between centre of gravity and buoyancy. It evolves into maintaining a balanced, horizontal, and streamlined body position, which underpins efficient swimming in all strokes.
3. *Propulsion*: this is essential for developing the correct mechanics that encourage efficient movement through the water, which is necessary for progression through all stages of Wenona Learn to Swim and into the Squads program.

2.1 Program Outline

Aqua Babies

Our Aqua Babies classes cater for babies and toddlers who are between the ages of six months and three years old (approximately). At this stage, each child must have a responsible parent or guardian in the water with them. The aim of these classes is to introduce young children to the water within a nurturing environment. We teach water awareness and basic water safety, as well as paddling, kicking, floating, submersion and propulsion. As children get older, we prepare them for our pre-school classes where a parent or guardian will no longer be in the water with them.

Pre-School Age LTS

Children three to five years old are eligible to join our pre-school LTS Program. This program has three ability-based levels where children are taught fundamental swimming and water safety skills. This begins with building confidence in the water, floatation and submersion, progresses to paddling and kicking, and culminates in learning basic freestyle and backstroke. Advanced swimmers in these levels are introduced to fundamental aspects of the other competitive strokes, and additional skills such as somersaults.



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School-Age LTS

Once children are of school age, they progress into the next stage of our program, which has five ability-based levels. We cater for children who have had minimal exposure to formal swimming, by teaching them how to submerge and propel themselves through the water. Students then begin to learn freestyle and backstroke, along with aspects of breaststroke and butterfly. Water safety skills are reinforced and extended throughout the LTS program. Students are initially taught how to perform a kneeling dive and progress to standing dives by the final LTS level. Our highest level within this program then leads into the stroke correction and development squad programs.

Additional Programs

- **Private** (1:1) lessons (30 minutes) are available by request and are dependent on availability
- **School Holiday Intensive** programs may be offered, where children attend lessons each day for one week. These programs are great for swimmers who are new to a level or need additional practice to progress to the next class.
- **Wenona Students Teen LTS** program is conducted on Thursday mornings before school and is for Wenona students **only**.

2.2 Levels and Learning Outcomes

Level	Learning Outcomes To be achieved before the student progresses to the next level
Aqua Babies	
Sea Otters Maximum 8 students Age 6 months to 18 months 30 minutes	<ul style="list-style-type: none"> • Safe entry and exit • Happy in the water • Introduction to kicking and paddling • Back float • Assisted submerge • Safety sequence – <i>Grip, “monkey” along the wall, exit</i>
Sea Lions Maximum 6 students Age 18 months to 3 years 30 minutes	<ul style="list-style-type: none"> • Safe entry and exit • Beginner kicking and paddling with/without assistance • Bubbling with face in the water • Front and back float • Assisted submerge – breath-holding • Taking instruction from the Instructor • Safety sequence – <i>jump, turn, grip, exit</i>
Pre-School Age LTS	
Frog Maximum 3 students 30 minutes	<ul style="list-style-type: none"> • Streamline “rocket” glide (2 x 4m) • Paddle and kick with pop-up breathing (2 x 5m) • Front and back float with independent recovery to wall • Kicking on back • Submerge • Safety sequence – <i>jump, float/turn, recover to wall</i>



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<p>Turtle Maximum 4 students 30 minutes</p>	<ul style="list-style-type: none"> • Streamline kicking (2 x 5m) • Freestyle without breathing (2 x 5m) • Kicking on back • Introduction to Backstroke • Introduction to bubble and breathe to side with board • Safety Sequence – <i>streamline, roll into back float, return to wall without goggles</i>
<p>Jellyfish Maximum 4 students 30 minutes</p>	<ul style="list-style-type: none"> • Streamline kicking (2 x 10m) • Freestyle with breathing (2 x 10m) • Streamline kicking on back (2 x 10m) • Backstroke (2 x 10m) • Introduction to Breaststroke kick • Safety Sequence – <i>swim 5 metres, retrieve goggles from bottom, return to safety</i>
<p>School Age LTS</p>	
<p>Frog Maximum 3 students 30 minutes</p>	<ul style="list-style-type: none"> • Streamline “rocket” glide (2 x 4m) • Paddle and kick with pop-up breathing (2 x 5m) • Front and back float with independent recovery to wall • Kicking on back • Submerge • Safety sequence – <i>jump, float/turn, recover to wall</i>
<p>Stingray Maximum 4 students 30 minutes</p>	<ul style="list-style-type: none"> • Streamline kicking (2 x 5m) • Freestyle no breathing (2 x 5m) • Kicking on back • Introduction to Backstroke • Introduction to bubble and breathe to side with board • Safety sequence – <i>streamline, roll back float, return to wall without goggles</i>
<p>Penguin Maximum 4 students 30 minutes</p>	<ul style="list-style-type: none"> • Streamline kicking (2 x 5m) • Freestyle with breathing (2 x 8m) • Streamline kicking on back (2 x 8m) • Backstroke (2 x 8m) • Introduction to Breaststroke kick • Safety sequence – <i>swim 5 metres, retrieve goggles from the bottom, return to safety</i>
<p>Swordfish Maximum 5 students 30 minutes</p>	<ul style="list-style-type: none"> • Freestyle 15m • Backstroke 15m • Introductory Breaststroke 15m • Butterfly kick 15m • Somersault • Assisted kneeling dives
<p>Dolphin Maximum 6 students 30 minutes</p>	<ul style="list-style-type: none"> • Freestyle (2 x 15m) • Backstroke (2 x 15m) • Breaststroke (2 x 15m) • Introduction to Butterfly • Turns and streamlines • Dives



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2.3 Program Principles

We adhere to the following principles when delivering our LTS programs.

- Respect for aquatic environments, and water safety skills are essential aspects of our programming philosophy
- We have a strong systemised teaching program, which ensures a consistent approach to all our classes
- Our instructors bring their own personality to their classes, which creates the optimum learning environment, and supplements our programs
- Wherever possible, we adapt our teaching strategies to suit each individual swimmer
- Our lessons prioritise teaching good technique and fundamental skills appropriate for swimmer progression, rather than extending the distance swum each class
- Our instructors praise effort aligned with our teaching philosophy on correct technique
- We strive to maximise the practice time within every class we teach.

2.4 Child Protection

Wenona LTS child protection framework is guided by the School's Child Protection and Mandatory Reporting Policy, and staff undergo training in this area annually. Moreover, all staff hold a current NSW Working with Children Check (WWCC). Accredited swimming instructors and coaches are bound by a Code of Conduct through the Australian Swimming Teachers and Coaches Association, which covers professional conduct, accepted behaviour, and knowledge. This includes compliance with the Swimming Australia Safe Sport Framework (SSF), which comprises a Safeguarding Children and Young People Policy and Member Protection Policy. These two comprehensive documents outline our shared responsibilities for protecting children and members' welfare. Further information on the SSF can be found [here](#).

Child Safety Principles

To guide the operation of the Wenona Swim Club and Wenona Learn to Swim

The School wishes to promote a learning environment where teachers and students should be mutually supportive. Students and teachers should respect each other, engage in conduct that respects the philosophy and ethics of the School, and not engage in conduct which undermines this mutual trust and support.

The School encourages consultation between all members of the School community in matters which affect them. The School has in place a **Staff Code of Conduct**, **Community Code of Conduct**, and a **Student Code of Behaviour**, which may be supplemented from time to time by specific rules and directives. These Codes include such matters as:

- The rights and responsibilities of students and staff within the School community, including the rights and responsibilities of students and staff as members of the boarding community
- Behaviour management
- The role of any School leadership system (or equivalent) in the School, and the monitoring of that system
- The management and reporting of serious incidents.



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The following 10 child safety principles are modelled on the *Child Safe Organisations: National Principles (An initiative of the council of Australian Government)*:

1. Child safety is embedded in Wenona School leadership, governance, and culture

Wenona School is committed to child safety. All staff and volunteers have Working with Children Checks and comply with codes of conduct that set out behavioural standards. Child safety is discussed at staff meetings, staff inductions, and parent information events.

2. Children participate in decisions affecting them and are taken seriously

Children and young people often provide feedback in a way that is friendly to them, eg a suggestion box or social media survey. Wenona School leaders talk to children and young people about safety and let them know how we keep them safe.

3. Families and communities are informed and involved

Wenona School staff communicate with families about our child safety approach, often and in a variety of ways. Families are provided with the opportunity to give feedback on our Club policies and practices.

4. Equity is promoted, and diversity is respected

Wenona School ensures that all children and young people have access to information, support and complaints processes. These are tailored to give particular attention to the needs of children with disability and from diverse cultural and linguistic backgrounds.

5. Staff working with children are suitable and supported

All staff have Working with Children Checks as required by NSW law. All staff have the appropriate qualifications and accreditations and receive induction by Wenona School. Child safety is a focus point through recruitment, onboarding, and ongoing supervision.

6. Processes to respond to complaints of child sexual abuse are child-focussed

Wenona School maintains a child-focussed complaints handling policy, which is understood by children, families, and staff. All community members are encouraged to come forward and report misconduct by children or adults. Complaints are responded to promptly and thoroughly, and reporting, privacy and employment law obligations are met.

7. Staff and volunteers are continually trained and educated

Staff and volunteers receive training on child protection and Wenona's child safe practices.

8. Physical and online environments minimise opportunities for abuse to occur

Risks in the online and physical environment are identified and mitigated.

9. Child safe standards are continually improved and reviewed

Wenona regularly reviews and improves child safe practices. Complaints and concerns form a part of the basis for review and continuous improvement.

10. Policies and procedures document how our Club is child safe

Wenona's policies and procedures address the child safe organisation elements; they are easy to understand and accessible; they are championed by the School's leaders; and they are widely understood and implemented by staff and volunteers.



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3. Administration Policies

3.1 Bookings

- We operate on a term-by-term basis, rather than a perpetual model
- Fees are due at the beginning of each term and are payable by direct debit (credit card or bank account) or EFTPOS (credit card or debit card). Bookings will not be confirmed without payment.
- Changes in your booking can be made free of charge via our LTS parent portal/mobile app
- Lessons will not operate on Public Holidays, and no charge is incurred in these instances
- Our schedule of fees can be found in Section 4 of this document
- Some classes are reserved for Wenona students only
- The timetable is subject to change from term to term
- Wenona School reserves the right to cancel classes for School events, in which case any cancelled classes will have their accounts credited
- We reserve the right to close classes with low enrolment, in which case staff will endeavour to find a suitable alternative
- The instructor assigned to a particular class at the time of booking cannot be guaranteed
- At times, instructor changes are unavoidable, although we strive for consistency in all areas of our program.

3.2 Missed Lessons

- Please do not attend lessons if you are sick or unwell
- If you have experienced vomiting, diarrhoea, or conjunctivitis in the previous seven days you should not enter the pool
- We allow for a maximum of two make-up tokens per swimmer, per term, for lessons missed. To be eligible for a make-up lesson, a swimmer must hold a regular booking and we must receive a minimum of one hour notice prior to the scheduled start time of the lesson being missed.
- Make-up lessons:
 - are not transferable and are valid for a maximum of six months following the date of issue
 - are dependent on availability and can be booked a maximum of one week in advance
 - will not be issued if there are outstanding fees
- Missed private lessons are forfeited unless notification is received six hours in advance to allow for either an alternative lesson to be arranged or a credit applied
- Missed lessons in holiday programs are forfeited.

3.3 Cancellations, Credits, and Refunds

- Please note, there is a seven-day cooling off period with any enrolment cancellation, and within this period, customers are eligible for a full refund
- Credits may be considered if a swimmer sustains an injury or illness preventing lesson attendance for three consecutive weekly lessons. A medical certificate must be emailed to learntoswim@wenona.nsw.edu.au.
- Refunds will only be considered when a swimmer sustains serious injury or illness, requiring withdrawal from the program. In this instance, a medical certificate must be emailed to learntoswim@wenona.nsw.edu.au.



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3.4 Pool Rules

- Children under the age of three, or students who are not completely toilet-trained, must wear a firmly fitting reusable swim nappy in addition to any disposable swim nappy that may be worn underneath
- Appropriate swimwear must be worn by all students. Boardshorts and rashies are not recommended for children over the age of three.
- All children over the age of three must wear a swimming cap
- Goggles are strongly recommended for children over the age of three
- No swimmer is to enter the water unless instructed to do so by a member of staff
- Diving is only permitted under the specific instruction of qualified staff members
- Children aged six years or older are not permitted in the opposite gender change room
- Deck showers are available to allow students to rinse before getting changed. Showers should be short, in consideration of other users and remaining mindful of excess water use.
- Food or drinks, other than water, should not be consumed on the pool deck by any patron
- A responsible parent or guardian is required to personally meet their child immediately at the conclusion of their lesson
- Photography and recording devices cannot be used within the centre
- Running on the pool deck is not permitted.

3.5 General Risk Policy

Wenona and the Association of Heads of Independent Girls' Schools (AHIGS) expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended, and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property, and grounds.

While Wenona and AHIGS take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises, or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion, or broken bones). In very rare cases an injury can be life-threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss, as a result of their personal property being lost, stolen, damaged or destroyed.



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4. Fees

LTS Program	Wenona Student Fee	Community Member Fee
Aqua Babies, Pre-School Age, School Age, Teens and Adults	\$18.50 <i>per lesson</i>	\$22.50 <i>per lesson</i>
Private Lessons	\$61 <i>per lesson</i>	\$75 <i>per lesson</i>
5 Day School Holiday Program (Pre-School and School Age Programs)	\$70.00	\$86.00
4 Day School Holiday Program (Pre-School and School Age Programs)	\$52.50	\$64.50
Holiday Clinics	\$15.00 <i>per session</i>	

Note:

- Holiday Programs and Clinics are subject to change depending on structure and interest
- All lessons are 30 minutes in duration unless otherwise specified
- Lessons do not run on Public Holidays. Fees are appropriately adjusted.
- All fees are inclusive of applicable surcharges for credit card use or direct debit fees
- All Learn to Swim programs are GST free
- Additional fees of up to \$15 may be charged for declined or dishonoured payments.

5. Frequently Asked Questions

Where is the pool located and where can we park?

The entrance to the aquatic centre is via 6 Elliott Street (see Section 7 of this document), which is on the cul-de-sac of Elliott Street. Entering through the Miller Street or Walker Street entrances to the school is not permitted. There is paid street parking close by on Elliott Street, Ridge Street, McLaren Street, and Walker Street. The nearest parking station is located at 37 Ridge Street.

What age should my child start swimming lessons?

Research from Griffith University shows that children who participate in early years swimming as babies and toddlers often reach developmental milestones earlier than their peers. We accept children as young as six months old. Our Aqua Babies classes are also a fantastic bonding and social experience for both parents and children.

Do you use floaties in your classes?

We do not use floaties or bubbles in our program. Such aids can increase the independence of the user but often do so at the expense of maintaining a realistic body position conducive to learning to swim. We do use aids such as kickboards, noodles, and toys in specific areas of our teaching.

What should we bring to lessons?

All swimmers must wear appropriate swimwear for every class. If your child is enrolled in our Aqua Babies classes, a responsible parent or guardian must also be in the water and should be similarly attired in



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appropriate swimwear. Children who are under three years old or not fully toilet trained must abide by our policy listed in Section 3 of this document.

We recommend all swimmers bring a dry towel, and clothes to change into following their class. Children over the age of three must wear a swim cap for every class, and goggles are strongly recommended. Please ensure your child's cap and goggles are correctly fitted before they present for their class. It is also a good idea to remind children to use the bathroom prior to their lesson.

How far will my child swim in their lesson?

Our instructors strive to maximise the time children are active in every class, however, we do not sacrifice technique for the sake of distance. This can reinforce poor technique and is why we prefer to use an appropriate distance relative to technical ability. The distance of each "lap" is set to provide the optimum learning conditions according to the specific level.

When will my child be assessed?

Our Deck Supervisors are responsible for monitoring the progress of our swimmers. They are our most experienced instructors and track progression on a regular basis to ensure your child is continuing to learn. They will inform you when your child is ready to advance to the next level. If you have any questions or concerns regarding your child's lessons, please do not hesitate to ask the Deck Supervisor on duty.

Should we continue swimming lessons all year round?

Experience shows that those children who swim all year round tend to progress better than those who see swimming as a seasonal activity. Continuing with lessons helps to reinforce existing skills and to learn new ones. This is of particular importance for young children, who are attempting to master difficult skills while their bodies are growing. Swimming helps to develop coordination, confidence, and general swimming skills. We keep our water and facility at a comfortable temperature to ensure swimming lessons are a fun and beneficial activity all year round.

6. Related Documentation

Please also refer to the following documentation: *Disclosure and Notification Policy (109)*, *Privacy Policy (110)*, *Grievance Procedures for Staff (112)*, *Grievance Procedures for Parents, Students, and the Public (113)*, *Grievance Procedures for Boarding Students and Parents/Guardians of Boarders (113.1)*, *Discrimination Harassment Bullying Statement (115)*, *Staff Code of Conduct (200)*, *Community Code of Conduct (200.1)*, *Social Media Policy (206)*, *Child Protection and Mandatory Reporting Policy (301)*, *Student Code of Behaviour (350)*, *Anti-Bullying Policy (353)*, *Drug and Alcohol Policy (355)*, *Work Health and Safety Policy (530)*, *Safe Sport Framework Parts 1 to 4*.

Please also refer to the Swim Australia and Swimming NSW websites for more information on their policies and procedures.

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7. Venue and Street Maps

Street Map

Entrance to the Learn to Swim Pool is via the Elliott Street Athenaeum entrance at 6 Elliott Street, North Sydney (Number 4 on the map below).



Wenona

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| <ol style="list-style-type: none"> 1. West Campus 2. West Campus Reception R 3. The Athenaeum 4. Athenaeum Pool and Sport Reception and Entrance R 5. Independent Theatre 6. Uniform Shop 7. Business Office 8. Footbridge connecting Miller Street and Walker Street Campuses 9. Garden Cafe 10. Judith Dey Building 11. Woodstock Reception R 12. Woodstock (Kindergarten to Year 3) 13. Mills House | <ol style="list-style-type: none"> 14. Allard House (Boarding) 15. Messiter House (Boarding) 16. Ralston House (Principal's Office) 17. Library (upstairs) 18. Undercroft 19. Walker Street Reception R 20. School House (Student Office, Clinic and Deliveries) 21. School Hall, Music and Rehearsal Rooms 22. The Allawah Centre 23. Hooke House Reception R 24. Hooke House (Year 4 to Year 6) 25. Jackson House (Enrolment, Foundation, Communications and Property Offices) 26. St Leonards Park (Emergency Assembly Area) <p style="text-align: center;">+ Defibrillator and First Aid Cabinet</p> |
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Venue Map

