



Sports Courses Programme

September - December 2019

Our Sports Programme

The Bank of England Sports Centre aims to offer a range of courses for a variety of ages and abilities. Our instructors are focused on participation over achievement with our junior sports programme, so our younger members are progressing with their chosen sports in a positive environment.

We hope that you will enjoy taking part in the sports programme and that we may see you on the next series of courses. Please complete the Sports course application form and return it to the Sports Complex Office with payment, as soon as possible.

Important information regarding the re-booking of termly courses for September to December.

We will continue to offer a priority booking period for existing pupils.

This priority booking window will open on Wednesday 3rd July and existing applicants wishing to rebook like for like courses should arrange payment via reception between Wednesday 3rd and Wednesday 10th July. All payments should be received during this window and by Wednesday 10th July. No exceptions will be accepted.

Existing applicants wishing to apply for a course on a different day/time should submit an application form during the priority booking window.

We will continue to have an administration period to allow existing applicants requiring a different day/time to be processed before new applications are considered.

New applicants will then be considered for any remaining spaces from Friday 12th July.

For more information on football and/or swimming courses, please contact sportspool@bankofengland.co.uk clearly stating in the subject field which course you are enquiring about.



Junior Football

There will be three sessions on a Saturday morning commencing 7th September and will run for 12 weeks ending on Saturday 7th December.

All age group sessions will be taken by a qualified Football Association Coach. Sessions will take place in the Sports Hall.

Children should bring a water bottle and they must bring shin pads to each session. If they do not bring shin pads, they will not be able to participate in the session. Long hair should be tied back during sessions.

Age 3 - 4 years - maximum of 10 pupils per session (2 groups at different times)

Age 5 - 6 years - maximum of 12 pupils per session

<i>Course code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
Age 5 - 6 years SOCSAT 1	Saturday	9.00 - 10.00 am	07/09/19 - 07/12/19	£102.00
Age 3 - 4 years SOCSAT 2	Saturday	10.00 - 11.00am	07/09/19 - 07/12/19	£102.00
Age 3 - 4 years SOCSAT 3	Saturday	11.00 - 12.00pm	07/09/19 - 07/12/19	£102.00

Courses will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS on Saturday 26th October and Saturday 2nd November.

For more information on the above course, please contact sportspool@bankofengland.co.uk clearly stating “JUNIOR FOOTBALL” in the subject field.



Swimming Lessons

All Swimming lessons will run for 12 weeks during the autumn/winter term.

Lessons will begin on Saturday 7th September and courses will end on Sunday 8th December.

Courses will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS from Saturday 26th October to Sunday 3rd November.

Courses will restart from Monday 4th November onwards.

Our Junior Swimming Programme (Pre-school Beginners course to Stage 10) follows the Swim England Learn to Swim Programme.

The 10-stage NPTS offers a fun, multi-skills approach leading to the development of a competent and confident swimmer, who is safe and happy in the water.

As children progress through the 10 stages, they will work to achieve the appropriate “Stage Awards”.

If you have any questions regarding the swimming programme, please talk to the Pool Complex Staff or your child’s Swimming Instructor. Alternatively, you can visit the Swim England website [here](#) to read more.

For more information on any of the following swimming courses, please contact sportspool@bankofengland.co.uk clearly stating “SWIMMING LESSONS” in the subject field.



PRE-SCHOOL BEGINNERS

Pre-school beginner classes are aimed at children aged 3-3½ years and older. If your child is a new applicant to the Pre-School Beginners programme, please contact the Pool Team regarding an assessment of your child.

The maximum number of pupils in this class will be 4.

PLEASE NOTE the swimming teacher will be in the water with the pupils and will physically assist them with swimming movements and climbing out of the pool.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCPREM1	Monday	1.30 - 2.00pm	09/09/19 - 02/12/19	£102.00
SCPREW1	Wednesday	1.30 - 2.00pm 2.00 - 2.30pm	11/09/19 - 04/12/19	£102.00

STAGE 3

This group lesson is designed for improving beginners who have previously achieved stage 2. The maximum number of pupils in this class will be 6. In order to join this group, pupils must be able to stand unaided in the shallow end of our pool. The teacher will conduct the lesson from in the water.

Participants will work to achieve: National Plan for Teaching Swimming Stages 3.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG3	Wednesday	4.00 - 4.30pm	11/09/19 - 04/12/19	£102.00

STAGE 4

Some of the younger children will only just be able to stand in this slightly deeper water. The maximum number of pupils in this class will be 6. Children must have achieved stage 3 to join this class.

*Participants will work to achieve National Plan for Teaching Swimming Stage 4.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG4	Wednesday	4.30 - 5.00pm	11/09/19 - 04/12/19	£102.00

STAGE 5

Children must have achieved stage 4 to join this class. The maximum number of pupils in this class will be 8.

*Participants will work to achieve National Plan for Teaching Swimming Stage 5.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG5	Wednesday	4.30 - 5.00pm	11/09/19 - 04/12/19	£102.00

STAGE 6

Children must have achieved stage 5 to join this class. The maximum number of pupils in this class will be 8.

*Participants will work to achieve National Plan for Teaching Swimming Stage 6.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG6	Wednesday	5.00 - 5.30pm	11/09/19 - 04/12/19	£102.00

STAGE 7

Children must have achieved stage 6 to join this class. The maximum number of pupils in this class will be 8.

*Participants will work to achieve National Plan for Teaching Swimming Stage 7.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG7	Wednesday	5.00 - 5.30pm	11/09/19 - 04/12/19	£102.00



STAGE 8

Pupils must have achieved stage 7 to join this class.

* Participants will work to achieve National Plan for Teaching Swimming Stage 8.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG8	Wednesday	6.00 - 7.00pm	11/09/19 - 04/12/19	£172.80

STAGE 9

Pupils must have achieved stage 8 to join this class.

* Participants will work to achieve National Plan for Teaching Swimming Stage 9.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG9	Wednesday	6.30 - 7.30pm	11/09/19 - 04/12/19	£172.80

STAGE 10

Pupils must have achieved stage 9 to join this class.

* Participants will work to achieve National Plan for Teaching Swimming Stage 10.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCSTG10	Wednesday	7.00 - 8.00pm	11/09/19 - 04/12/19	£172.80

PRIVATE LESSONS

All ages and abilities can be accommodated but places are limited so we will do our best to allocate a slot on your chosen day. Please be advised that private swimming lessons are only available as full courses and not on an ad hoc basis.

PLEASE NOTE that the designated swimming teacher may be in the water with the pupils aged 3 - 5 years old, assisting them with swimming strokes, activities and climbing out of the pool.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Course Cost for weekly ½ hr lesson</i>
SCPLMON	Monday	2.00 - 8.00 pm	09/09/19 - 02/12/19	One to one £246.00 2 pupils £319.80 3 pupils £378.00
SCPLTUE	Tuesday	2.00 - 8.00pm	10/09/19 - 03/12/19	
SCPLWED	Wednesday	1.00 - 2.00pm 3.30 - 8.00pm	11/09/19 - 04/12/19	
SCPLTHU	Thursday	3.00 - 8.00pm	12/09/19 - 05/12/19	
SCPLFRI	Friday	2.00 - 8.00pm	13/09/19 - 06/12/19	
SCPLSAT	Saturday	9.00am - 3.00pm	07/09/19 - 07/12/19	
SCPLSUN	Sunday	9.00am - 2.30pm	08/09/19 - 08/12/19	

ADULT SWIMMING FOR FITNESS

After the initial warm-up, the instructor will work with the group on improving individual speed, stamina, strength and stroke technique in an hour long session. Please note that there will be a minimum requirement that all participants are able to swim at least 200m without stopping.

<i>Course Code</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Cost</i>
SCADSF1	Monday	8.00 - 9.00pm	09/09/19 - 02/12/19	£177.60



Course Enrolment Procedures & Conditions

1. In the interests of safety and quality of instruction there will be a maximum number of pupils in any course as stated in the course information.
2. Applicants for all courses must be current family members of the Sports Centre at the time of application and when the course takes place.
3. Indemnity Clause
The indemnity clause on the application form must be signed by the parent/guardian. We are unable to accept applications where this clause has been altered or ruled out. This is in case a participant requires:
 - i) Emergency medical aid
 - ii) Attention for whatever reason in the absence of the parent/guardian.
4. Explicit Consent - Medical Information
Any medical information that you choose to provide us with will be used by the Bank of England Sports Centre in the event of an accident or first aid having to be provided.
5. We will automatically allocate like for like places to members who are currently attending the April - July sports courses (i.e. swimming or football). No application form is required if you are retaining a space in the same group at the same time/day. If we do not receive your payment by close of business on Wednesday 10th July, your space on your chosen course will be allocated to someone on the waiting list or a new applicant. No exceptions will be made to this request. Please note that payment for like-for-like courses can be made over the phone on 020 8392 4360.
6. For those members who are currently attending a course BUT have been recommended to/would like to attend on a different day or class during the following term, please complete the attached application form and return it to us. As existing participants, your application form will be prioritised over new applications. Applications will be processed by the course organiser who will confirm available options.
7. Any available spaces will be offered to new applicants on a first-come-first-served basis from Friday 12th July.
8. If your first choice is unavailable and we cannot re-arrange a mutually convenient time/day with you, you will be placed on a waiting list, if desired.
9. Once a booking has been confirmed, credits will only be issued for medical reasons on sight of a doctor's certificate. If this is prior to commencement of the course a full credit will be possible, if the course has already started a proportion of the fees paid may be credited.
10. The Bank of England Sports Centre reserves the right to cancel a course if the number of applications is lower than is needed to make the course viable.
11. The Bank of England Sports Centre reserves the rights to alter the course date/time if necessary. A credit will be given if you are unable to attend the new date/time. Similarly, the Bank of England Sports Centre reserves the right to offer an alternate teacher if required.
12. Parents and other spectators are politely requested to use the viewing areas. Spectators will not be permitted on the pool side or Sports Hall.
13. Payment for all sports courses can be made by credit/debit card or cheque at reception. Acceptance onto any course will be subject to handing in a duly completed application form together with the relevant course fees.
14. When handing in your completed application form with payment, please provide us with your email address to enable us to confirm receipt of your request.
15. All courses are offered for the full duration of the course and not available on an ad hoc basis.



Privacy Notice & Processing Health Information

Information we collect

The Bank of England Sports Centre collects personal data about you and your child/children via this form. This data includes full name, date of birth, contact details and, where appropriate, medical information.

Providing Health Data

We will use any information that you choose to provide us with to ensure that we can properly care for your child/children whilst in our care, for example in the event of first aid being required.

Use of Health Data

By providing this information, you are consenting to us using your data and you have read and understood our privacy notice.

Why we need your personal data

We collect your personal data to provide ongoing administration of your membership account, to offer a range of activities and courses for you and your children and to properly care for your child/children whilst participating in courses and camps.

What we do with your personal data

We use the information to contact you in relation to your activity/course booking at the Bank of England Sports Centre. We will use your personal data to contact you in an emergency should the need arise, whilst junior members are in our care for the duration of an activity.

How long will we retain your personal data

We will hold your data for the duration of the activity that you are signing your child/children up for and for up to 6 months after the course has ended. Thereafter it will be securely disposed of.

Your rights

You have a number of rights under data protection laws. You have the right to ask us for a copy of the personal data that the Bank of England Sports Centre holds about you. You can ask us to change how we process or deal with your personal data and you may also have the right in some circumstances to have your personal data amended or deleted.

To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint about any data protection matter, please write to us at:

The Privacy Team
Bank of England
Threadneedle Street
London EC2R 8AH

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office.

More information

The Bank's Data Protection Officer can be contacted via the details above and you can also find out more about how the Bank deals with your personal data via the 'Privacy' link at the bottom of our website (www.bankofengland.co.uk).



Safeguarding, Diversity & Inclusion Information

The Bank of England Sports Centre is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at all times, including all programmes and events we run.

FIRST AID

In the event of an accident, first aid will be administered and the emergency services called if necessary. We will also call you on the emergency number you provided on the booking form.

EQUAL OPPORTUNITIES AND CHILD PROTECTION

The Bank of England Sports Centre is committed to the following:

- The welfare of the child/adult at risk is paramount
- All children/adults at risk, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All staff who work with children/adults at risk will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with parents/carers and children/adults at risk is essential for the protection of children/adults at risk

If you have any concerns or wish to discuss a safeguarding and/or diversity & inclusion issue, please contact the Sports Centre Management Team (sportscentremangement@bankofengland.co.uk)

ACCEPTABLE BEHAVIOUR

We always reserve the right to exclude any person from the termly activity if his/her behaviour is incompatible with the general enjoyment and well-being of others or is outside of our acceptable behaviour policy.

MEMBER FEEDBACK

We would love to hear your comments and feedback so that we know what we did well and what we need to change or improve on for next time. Comments forms are available from reception.

Alternatively, please email sportscentremangement@bankofengland.co.uk



Sports Course Application Form September - December page 1

PARENT'S DETAILS

ADULT NAME: _____ MEMBERSHIP NO: _____

TELEPHONE: _____ (mobile) _____ (other)

E-MAIL ADDRESS: _____

ALTERNATIVE EMERGENCY CONTACT NAME: _____

ALTERNATIVE EMERGENCY CONTACT NUMBER: _____

COLLECTION DETAILS (please write below details of anyone else who may be collecting your child)

PERSON COLLECTING NAME: _____

PERSON COLLECTING CONTACT NUMBER: _____

Indemnity Clause

I hereby appoint the instructor in charge at any one time as guardian for the purpose of giving consents which may be necessary for my son/daughter to obtain medical treatment arising from any injury sustained whilst participating in lessons at the Bank of England Sports Centre.

SIGNATURE: _____ DATE: _____

IF YOU ARE APPLYING FOR MORE THAN ONE COURSE, PLEASE LIST CLEARLY (BLOCK CAPITALS) ALL OF THE COURSES, WHICH YOU WISH TO APPLY FOR USING THE INFORMATION PROVIDED.

ARE YOU A NEW APPLICANT REQUIRING A PRE-SCHOOL BEGINNERS ASSESSMENT? (tick if appropriate)

Name	Age	Course Code	Start Date	Cost

EXISTING CHILDREN- CURRENTLY HAVING LESSONS

Class name	Teachers name	Day/Time

Please turn over to complete the application form



Sports Course Application Form September - December page 2

Explicit Consent - Health Information

I confirm that I have read the Privacy Notice & Processing Health Information statement and understand why I am being asked to provide health information (if appropriate) relating to my child/children.

I give permission for the Bank of England Sports Centre to use the data that I have provided below to properly care for my child/children for the duration of the activity I am signing them up for.

Please advise us of any relevant medical information for any of the above listed participants: _____

Name of parent (IN CAPITALS)

Signature

Date

For Office use only

Date Received: