



Cambridge Primary School Pool Key User Contract & Swimming Pool Rules 2025/2026

KEY HOLDER RULES:

These swimming pool rules are designed to ensure we all enjoy the pool during the hot months. All Pool Key holders must attend a Health and Safety pool induction session, sign the relevant paperwork and pay the Key hire fee before receiving a key.

In the event of contamination of the pool by faecal matter or similar, the pool must be IMMEDIATELY evacuated and closed by adults on site. The Sports Administrator, Marie Dale, 022 3070029, is to be notified or the School Caretaker, Steve Strachan, 021 515015 if Marie is not contactable. These numbers are displayed on the sign near the equipment room. The pool must remain closed, and signage must be displayed by the gate notifying of the closure. The sign is located in the toilet area of the Pool building. Once the water quality has been restored to the acceptable standard, the pool will be reopened by CPS Staff, and Pool Key holders will be notified.

2026/2027 OPENING HOURS:

School Days Term 4 2026 & Term 1 2027

*Mondays, Tuesdays & Wednesdays 6.00 pm – 7:45 pm

* Thursdays and Fridays 4:30 pm – 7:45 pm

Weekends, Public and School Holidays 9.00 am – 7.45 pm

** Subject to use by the Four Peaks Swim School. If the pool is in use by the Swim School, then it will not be available for use by Pool Keyholders. This will be communicated to all key holders should the need arise.*

USE OF THE POOL

- All children must swim with active parental/adult supervision (i.e. 16 years of age and over who can give immediate help)
- No one under the age of 16 to allowed in the pool without adult supervision
- Togs or swimsuits must be worn in the pool (no shorts over togs or shirts)
- A toilet is available in the Pool building
- No one is allowed to swim under the influence of alcohol or drugs
- Check the depth of water before entering the pool
- Check for hazards before getting in the pool, e.g. glass in the pool, slippery steps
- No running, jumping or diving into the pool
- Avoid holding your breath and swimming long distances underwater
- Nobody is to swim alone
- Aquatic toys not designed for pool use, such as surfboards, kayaks, etc, are not to be used in the pool as damage may occur. Soft devices such as noodles and flutter boards are fine.
- Remove your rubbish from the whole pool complex, including the toilet area and changing sheds

- No pets are allowed through the pool gate or into the pool
- UNDER NO CIRCUMSTANCES shall anyone swim in the pool with the covers still on the pool. BOTH covers must be wound onto the reel before anyone enters the water.
- NO DISPOSABLE NAPPIES in the pool, approved swim nappies only
- NO ALCOHOL on school grounds
- NO SMOKING on school grounds
- The gate MUST be closed tightly at all times
- The first aid kit is stored in the toilet area.
- The nearest emergency phone is located in the school office (during opening hours), or use a cellphone

SWIMMING POOL COVER

The first person to use the pool during the day will need to roll both the swimming pool covers back onto the reels.

Incorrect use of the pool cover (eg, swimming under the cover, jumping from the reel into the pool, not rolling the cover on the reel) shall result in the fob key being taken back and no refund given.

The last person/people using the pool toward the closing time of 7.45 pm are required to ensure the pool covers are placed on the pool after use. The covers should be rolled back flat and squarely. Thank you.

USE OF THE POOL TOILETS

Toilets should be flushed and left in a clean state.

WATER TESTS

Water quality tests will be undertaken by the school, per relevant legislation and standards.

POOL CLOSURE

In the event of the pool being closed, signage will be displayed. Please do not use the pool when it is closed. Registered Pool Key holders will be emailed as soon as practicable should the pool be closed.

ISSUING POOL FOB KEYS

Pool keys may be hired by those families who have a child/children currently attending Cambridge Primary School, and by those families who have a child/children attending the Four Peaks Swim School. Preference will also be given to ex-CPS families. The keys are also available to the public. The pool is for the use of each Key Holder and their family/whanau only, with a maximum of 10 people to each pool key. Each family will be issued with only one fob key.

The charge for a key issued in Term 4 2026 and until the start of Term 1 2027, the cost is \$185 plus a \$10 refundable bond, giving a total cost of \$195.00

The charge for a key issued in Term 1 2027 is half price \$92.50, plus a \$10 refundable bond, giving a total cost of \$102.50

This includes the use of the pool between 12th October 2026 and 26th April 2027 (Terms 4 and 1). The bond will be refunded if the fob key is returned by 30th April 2027.

We have a limited number of pool keys. Availability is on a strictly first-come, first-served basis, and no holds will be placed. Once your application for a pool key has been accepted, you will receive an invoice. Payment will then be required before your key is issued. If your payment is not received within 5 working days of the invoice date, the key may be offered to the next person on the waiting list.

If the key holder or anyone they have granted pool access causes any damage/vandalism to the pool or the pool complex, they will lose access to the pool, forfeit their bond and will be liable for the damage. Key holders will be responsible for the safety and well-being of themselves, their family, guests and any person they provide access to the pool. Your pool key allows a maximum of 10 persons at any one time into the pool area.

There will be no refund for keys returned early.

HEALTH & SAFETY

The person responsible and signing for the pool key must attend one of several induction, health and safety meetings before receiving a pool key.

Cambridge Primary School Board of Trustees reserves the right to withdraw individual access for Health & Safety, negligence or any other reason outside the Board's control. Compensation will be payable at the discretion of the Board of Trustees.

LIABILITY

Key holders will be liable for any damage or vandalism caused by themselves or anyone using the pool with their key.

Any person entering this swimming pool area and using any of the facilities located in this area is advised under this notice, that they are utilising such facilities entirely at their own risk and that they are fully aware that there are no lifesaving facilities of any nature provided and therefore indemnity on the owners of this facility, the School, its Staff, or its Board of Trustees in full under the laws of New Zealand (which apply to all users of this facility) and shall have no claim from any injury/bodily harm/death and/or loss of property which could arise from the use of this facility.

All keys remain the property of the Cambridge Primary School Board of Trustees.

DAMAGES/INCIDENTS

Any damage or incidents occurring must be reported as soon as practicable. In the first instance to Marie Dale, Sports Administrator on 022 3070029, if you cannot contact Marie please contact Steve Strachan, School Caretaker 021 515015

Anyone not abiding by these rules will have their fob key electronically locked and taken back immediately and will forfeit their bond.

Please note that 3 security cameras record and operate 24/7, 365 days of a year.

Cambridge Primary School Pool Key User Contract

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AGREEMENT: I have received a copy of the CPS Pool Key User Contract and Swimming Pool rules and agree to the terms and conditions.

If I (or any member of my family/whaanau) am found to be in breach of these rules, I will return my key immediately. I will forfeit my bond and will be liable for any damages incurred.

Name: _____

Mobile: _____

Signed: _____

Date: _____

KEY NUMBER:

