

ESSEX SPORT JUNIOR PARENT INFORMATION PACK

Welcome to Essex Sport Junior! Thank you for booking. We are delighted to welcome your child to our junior programme. Our sessions are designed to help children develop their sporting skills, confidence and enjoyment in a safe, inclusive and supportive environment.

1. KEY INFORMATION AT A GLANCE

Location: Essex Sport Centre, University of Essex, Colchester, CO4 3SQ

Contact Number: 01206 873250

Email Address: sportsdevelopment@essex.ac.uk

2. HOW TO GET HERE & PARKING

Please look around for signs that will lead you towards the Essex Sport Centre. When you arrive, you can ask our reception team to point you towards your specific session. You will be asked to wait in reception until one of our coaches comes to get you for the session.

Children over the age of 12 can arrive/leave independently. Children under the age of 12 will need to be supervised by a parent/guardian for the duration of the session.

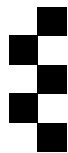
Nearest Train Station: Hythe (between Colchester Town and Wivenhoe) which is an approx. 20minute walk. Alternatively, Colchester North, which is on the mainline and has regular bus service to campus.

The nearest car park to the Sports Centre is car park B or the multi-decked car park. Parking charges apply between 09:30-16:30 Monday-Friday.

Travel Map: <https://www.essex.ac.uk/student/travel-and-transport/getting-to-and-around-campus>

3. WHAT HAPPENS DURING A SESSION

Our junior sessions are designed to be fun, engaging and beginner friendly. Children do not need to have previous experience in the sport to take part.



The structure of each session will vary depending on the activity. For sports such as basketball and volleyball, sessions will generally include:

- Registration – Children are welcomed and registered by a member of the coaching team.
- Warm-up – A fun warm-up game or activity to get everyone moving and ready to take part.
- Skills & Drills – Coaches introduce and practise key skills and techniques, adapted to the age and ability of the group.
- Games – Children can put their skills into practice through fun, age-appropriate games and activities.

Climbing sessions will follow a different structure, with children introduced to climbing skills, techniques and activities appropriate to their age and experience.

Our main aim is for children to enjoy being active, have fun and build confidence. Coaches will encourage children to develop their skills at their own pace, with activities adapted where appropriate to suit different abilities and experience levels.

4. WHAT TO BRING

For most sessions:

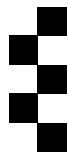
- Water bottle
- Appropriate sports clothing (not baggy for climbing)
- Trainers
- Hair tied back where appropriate
- No jewellery

5. ILLNESS & WHEN CHILDREN SHOULD STAY AT HOME

To help keep all children and staff at Essex Sport safe, we ask that children who are unwell do not attend our junior sessions.

Children should stay at home if they:

- Have a high temperature (fever)



- Have experienced vomiting or diarrhoea (they must remain at home for at least 48 hours after the last episode)
- Have a contagious illness or infection (e.g. flu, chickenpox, or other infectious conditions)
- Are generally too unwell to take part in sporting activities

For other infections, we may follow specific exclusion periods in line with public health guidance.

No refund for sickness, unless provided doctors note.

6. MEDICAL & ADDITIONAL NEEDS

When registering, you will be asked to provide any relevant medical information, allergies or additional needs.

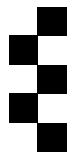
If you feel that further information would be helpful for us to know about your child, please also email our Sports Development Team at sportsdevelopment@essex.ac.uk before their first session. As we have several coaches delivering our junior sessions, this allows us to make sure the relevant coaching team is aware in advance, rather than relying on information being passed on to one coach on the day.

7. SAFEGUARDING & CHILD WELFARE

All of our coaches undergo safeguarding training, have experience working with children and hold an enhanced DBS check.

Parents/guardians with children under the age of 12 must stay at the junior sessions. Where possible, there will be seating provided for parents/guardians to watch the session. Our staff will ensure that those under 12 leave with their parents/guardians.

Toilet Supervision: During our junior sessions we do not have the staff to supervise toilet trips. Therefore, all children under 12 will be escorted to the toilet by their parents/guardians. Children aged 13 or over may go to the toilet independently. If you have any specific concerns or requirements, please contact us at sportsdevelopment@essex.ac.uk.



If you have any concerns, please contact the designated safeguarding officer at o.partridge@essex.ac.uk.

8. BEHAVIOURAL EXPECTATIONS

Please go through the following expectations with your child:

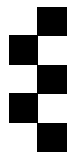
As a child attending Essex Sport Junior sessions, I will:

- Show respect to other children and staff, treating them as I would like to be treated
- Listen to and follow the rules of activities
- Respect the rights and beliefs of others, showing courtesy and consideration
- Communicate appropriately, without swearing, rude language, or gestures
- Follow instructions given by all staff
- Control my temper and behave responsibly
- Understand that teasing, messing around, or unkind behaviour is not acceptable
- Not cause harm to others. I understand that pushing, kicking, or hitting will not be tolerated
- Use equipment and facilities safely and properly
- Respect the property of others
- Understand that mobile phones and electronic devices are not to be used on camp (except at designated times for older groups). I will not take photos or videos of others
- Take responsibility for my actions and understand that poor behaviour will have consequences

If the Code of Conduct is Not Followed

- Children will first receive a verbal warning and support to help them understand expectations
- If behaviour continues, parents/carers will be contacted to discuss how best to support the child
- Continued disregard for the rules may result in removal from the sessions.
- Any serious behaviour, including physical aggression towards others, will result in immediate removal

We appreciate your support in reinforcing these expectations to help ensure a positive experience for all children.



9. PHOTOGRAPHY

As part of the registration process for Essex Sport, you will have been asked if you were happy for photographs to be taken for marketing and promotional purposes. These include:

- Internal TV displays (including moving image clips) on digital and traditional notice boards across University premises
- Direct communication with Essex Sport customers (parents, students, and staff), including via email and post
- Publication on the Essex Sport website and, where appropriate, on Essex Sport social media channels (e.g. Twitter, Instagram, and Facebook)
- Promotional advertisements for Essex Sport Junior programmes.
- Coverage in local newspapers

Please note that children's names won't be included as an integral part of an image file or alt tag on the University website. The source of these images is generally a professional photographer, or a senior member of the Essex Sport staff team.

If you do not want your child to be photographed, your child will be provided with a wristband on the day, and this will be communicated to our coaches and designated photographer.

If you have any questions or concerns regarding our photography procedures and policy, please email sportsdevelopment@essex.ac.uk.

10. COMMUNICATION

All communication regarding our Essex Sport Junior courses should be directed to either:

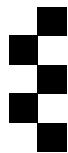
Sports Development Team

 sportsdevelopment@essex.ac.uk

Essex Sport Reception

 screcept@essex.ac.uk

 01206 873250



The Sports Development inbox is monitored Monday – Friday and will respond to enquiries during normal working hours.

For urgent queries, please contact the Essex Sport Reception team by email at screcept@essex.ac.uk or by telephone on 01206 873250 on weekends.

If Essex Sport needs to cancel or make changes to a session, we will notify parents/carers as soon as possible. Communication may be sent by email or, where appropriate, by telephone.

We will use the contact details and email address linked to your child's account when communicating with you. Please ensure these details are kept up to date and that the email address provided is one you check regularly. We recommend using a personal email address rather than a work email address where possible, particularly as important updates may be sent at short notice.

11. CANCELLATIONS/REFUND POLICY

Cancellations are only accepted up to 7 days before your booking. The same applies for transferring bookings.

If a session is cancelled by Essex Sport, we will automatically process a refund for all participants booked onto the session. Refunds will be returned to the original payment method used when booking. Refunds are usually processed within 3–5 working days, although in some cases it can take up to 2 weeks to appear in your account

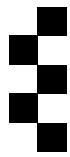
12. SOCIAL MEDIA

Follow Essex Sport on either Facebook or Instagram where you will find updates/photos of the sessions. We will only publish photos and videos where we have been given consent by the parent.



13. CONTACT DETAILS

All general queries should go to sportsdevelopment@essex.ac.uk.



University of Essex



If you have any specific issues you would like to discuss with our staff individually, please contact: Liv Partridge, Sport Development Coordinator, o.partridge@essex.ac.uk or our reception team on 01206 873250.