

Birmingham Gymnastics Academy

Parent Handbook – Welcome & Policies

Welcome to Birmingham Gymnastics Academy.

We are delighted that you and your child have chosen to join our club and look forward to supporting your child's gymnastics journey.

Birmingham Gymnastics Academy is a small, friendly, family-run gymnastics club based at the Metchley Lane site in the heart of the Harborne community. We believe that gymnastics is for everyone and are proud to provide recreational gymnastics where every child feels welcome, supported and encouraged to participate, regardless of their ability or previous experience.

Our aim is to create a fun, caring and inclusive environment where children can develop their gymnastics skills while building confidence, resilience, coordination, strength and flexibility. Every achievement is celebrated, and we encourage all children to progress at their own pace, developing a lifelong enjoyment of physical activity and gymnastics.

Our qualified British Gymnastics coaches combine many years of experience in gymnastics, education and early years settings. Creating a safe, positive and nurturing environment is at the heart of everything we do, ensuring every child feels valued, respected and confident to learn.

Gymnasts have the opportunity to develop skills across a wide range of apparatus, work towards Birmingham Gymnastics Academy Awards Scheme badges and certificates, and take part in our annual club competition.

We are committed to maintaining the highest standards of coaching, safeguarding and club management. All staff hold appropriate British Gymnastics qualifications and have completed the relevant safeguarding training and suitability checks required to work with children.

Our Club Welfare Officer is **Lesley Browne**, who oversees the implementation of the club's safeguarding procedures. If you have any safeguarding concerns, she can be contacted on **07736 731474**.

We value the support of our parents and carers and encourage you to be part of your child's gymnastics journey. Throughout the year we provide opportunities to celebrate your child's achievements and keep you informed of their progress.

Further information, including class timetables, holiday dates and club kit, can be found on our website.

Thank you for choosing Birmingham Gymnastics Academy. We hope your family enjoys being part of our gymnastics community.

Club Policies & Procedures

Training Sessions

Training sessions take place throughout the week according to the published timetable.

Please ensure your child arrives promptly for their class and is collected promptly at the end of each session. If you are delayed collecting your child, please telephone **07736 731474** so that we can reassure your child and ensure they remain safe whilst waiting.

Parking

Free parking is available for members whilst attending classes.

To receive free parking, you **must enter your vehicle registration number into the parking console located at Reception within 15 minutes of entering the car park.**

Failure to register your vehicle within the required timeframe may result in a Parking Charge Notice (PCN).

Birmingham Gymnastics Academy accepts no responsibility for loss, theft or damage to vehicles or their contents whilst parked on site. All vehicles are parked entirely at the owner's risk.

Parking enforcement is managed by **Euro Car Parks**. Any Parking Charge Notices (PCNs) appeals or correspondence relating to parking must be dealt with directly with Euro Car Parks. Birmingham Gymnastics Academy is unable to cancel or intervene in the appeals process.

British Gymnastics Membership

As an affiliated British Gymnastics club, all gymnasts are required to hold current British Gymnastics membership.

Medical Information

For the safety and wellbeing of all participants, parents and carers must inform the club of any medical conditions, allergies or additional needs before their child attends classes.

Please also notify us promptly if these details change during your child's membership.

Attendance & Missed Classes

Term fees secure your child's place in their allocated class for the duration of the booked term. Fees reserve a place within the class and are not charged on a pay-as-you-attend basis.

If your child is unable to attend due to illness, holidays or any other personal reason, we are unable to offer refunds or guarantee a replacement ("make-up") session.

Where space is available, we will always try to accommodate a make-up class within the same term block. However, this is entirely at the club's discretion and subject to class availability. If an alternative class cannot be offered, the missed session will unfortunately be forfeited.

Club Closures

Should Birmingham Gymnastics Academy need to close due to exceptional circumstances beyond our control, including severe weather such as heavy snowfall or extreme heat, every effort will be made to notify families as soon as possible.

Where a class is cancelled by the club for these reasons, gymnasts will be offered the opportunity to attend a suitable alternative class within the same term block, subject to class availability.

As these closures are due to circumstances beyond the club's control, refunds, credits or transfers to future term blocks will not be issued for cancelled sessions. Our priority is to provide every gymnast with the opportunity to make up the missed session within the same term block wherever reasonably possible.

Refunds & Booking Amendments

Bookings are made on a termly basis and are generally non-refundable.

Refunds or booking amendments will only be considered in exceptional circumstances, such as a family relocating overseas or another significant unforeseen circumstance, at the discretion of Birmingham Gymnastics Academy.

Any approved refund or booking amendment will be subject to the deduction of the applicable booking fee.

Safeguarding

The welfare of every child is our highest priority.

Birmingham Gymnastics Academy is committed to safeguarding and promoting the welfare of all children and young people. We follow British Gymnastics safeguarding policies and procedures and expect all staff, volunteers, parents and carers to share this commitment.

If you have any concerns regarding the welfare of a child, please contact our Club Welfare Officer, **Lesley Browne**, on **07736 731474**.

Contact Us

If you have any questions about your child's participation or any of our policies, please contact us:

Telephone: 07736 731474

Address:

Birmingham Gymnastics Academy

Metchley Park Road

Harborne

Birmingham

B15 2PQ

We thank you for choosing Birmingham Gymnastics Academy and look forward to welcoming your family to the club.