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Rivers Gymnastics Academy is a subsidiary of HPN Gymnastics.
Updated 26/07/24.

Operational Procedures

Throughout this document the notation of 'HPN Gymnastics' is hereby referring to 'HPN Gymnastics and all its subsidiaries and subcontractors'.

Throughout this document the notation of 'gymnastics sessions' are those run by 'HPN Gymnastics' and is hereby referring to 'HPN Gymnastics and all its subsidiaries and subcontractors'.

Introduction

Our aim is to provide a fun, progressive programme to incorporate the key areas of gymnastics: co-ordination, flexibility, shaping and balances, strength, rebound, endurance, speed and agility, and apparatus work. From fundamental movements/activities to more advanced skill sets, these classes aim to provide your child with a brilliant sense of achievement, as they naturally progress through their gymnastics journey. With qualified and experienced coaches, the children's well-being will continue to be the highest priority. All levels of ability are welcome in these all-inclusive classes.

The following information will provide insight concerning the way Rivers Gymnastics Academy will be operating for the foreseeable.

It is recommended that you read the entire document before contacting Rivers Gymnastics Academy with any queries. The parents of those in attendance will be required to sign and date the Consent Form prior to participation of the first session. Rivers Gymnastics Academy reserves the right to amend the operational procedures when appropriate.

Class Structure

The sessions have been set up to operate within the identified year groups. There will be a maximum number of children in each class in the school hall at any one time. Your child will remain in the same class for the entirety of the term.

Each session will be planned sufficiently and follow child-specific content based on their ability. Gymnasts will be working with our bespoke programme that has been professionally designed, reflecting the progress and development of gymnastics skills. This fun-inspired scheme allows your children an opportunity to be presented with a medal and certificate at each stage of achievement at the end of the academic year.

Staff Structure

Each class will have Hannah Palframan (Level 5, High Performance Coach pending) as their head coach, or on occasions when Hannah is not present, an alternative coach may lead the sessions - who will hold a minimum Level 2 qualification. Occasionally Hannah/alternative lead coach may be coaching independently; additional coaches may provide support. At all times, a member of the school staff will be present in the vicinity.

Arrivals/Departures

You must respectfully adhere to the rules set out by Rivers Gymnastics Academy. If you fail to do so, Rivers

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Gymnastics Academy has the right to refuse entry to the gymnastics sessions. Parents are to drop off and collect following these procedures:

Drop off: Please wait until the coach responsible has invited your child into the main hall before allowing your child to enter the building and leaving the school site.

Collection: The children will be dismissed to their parent/carer individually. Parents/carers are to arrive no more than five minutes earlier than the allocated finish time, and are to leave immediately with their child. Please do not stay on the school site.

If your child is attending a club before school, the coach responsible will ensure the children arrive at their classrooms to their class teacher/TA.

If your child is attending gymnastics straight from school, the class teacher will direct the children into the hall whereby the coach responsible will welcome them in. If your child attends any wraparound care setting this must be identified in the registration form. The wraparound care staff will drop-off/collect the children at the start/end of the session.

Viewing

These classes are non-viewing. Rivers Gymnastics Academy has always aimed to create an open learning environment for the children that are safe, friendly, wellbeing focused. Rivers Gymnastics Academy will discuss with the school the commencement of “watching week” at the end of a term, and you will be notified when this is possible. We will adopt an open door policy.

Clothing/belongings

The children must arrive dressed in suitable clothing ready to begin as soon as the class and coach are ready. The only exception are classes who will arrive straight from school; these children will be given a set area to change out of their school uniform into the gym wear and will be encouraged to replace clothing into their bags as quickly as possible. In the interest of modesty, changing will be completed away from peer viewing where possible.

Leotards, leggings, P.E kits and gym wear are all acceptable. Hair must be tied back and no loose fitting clothes, denim, zipped items or jewellery are to be worn, including smart watches. For ear piercings, once the jewellery can be removed it must be for the gymnastics sessions. Until this time, coverings are to be worn. Children are permitted to bring one bag to the session, which is adequate enough to store any items of clothing that they will remove throughout the session. Within their bag the only permitted items are their full water bottles and any medication as discussed and approved between Rivers Gymnastics Academy and the responsible parent. Again, the exception will be the classes before and after school who will have their school belongings with them. Shoes and socks must be removed within their designated areas. Children are responsible for keeping all belongings in their bag, including their water bottle, throughout the session. Children must not share or touch/share other children’s belongings.

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Fees

Fees will be sent out via email to be paid on-line (preferably by standing order) by the date specified. The fees will represent the entire term and you will be committing to pay for the entire term by signing the consent form. The monthly fees are allocated as follows:

- Spring term: January, February, March and April.
- Summer term: May, June, July and August.
- Autumn term: September, October, November and December.

Example of payments for a 12 week term:

- If at £6.50 per session (45 minutes) x 12 weeks = £78.00
- £78.00 divided by four equal monthly payments = £19.50 per month.

There will be no refunds for any sessions your child cannot attend, only in the event of extenuating circumstances and/or any necessary cancellations deemed/made by Rivers Gymnastics Academy. A late payment fee of £10 will be requested unless otherwise agreed.

Toilets

The coach will not supervise any toilet visits unless a child is deemed at risk. The gymnast will be expected to use the walkways to get to and from the toilet using a one-way system as marked out by floor signage if appropriate.

First Aid

The qualified coach will carry out any basic first aid. Suitable school staff may be contacted, placing the gymnasts' immediate safety as a priority.

Covid-19 (unless altered as per government guidelines)

Parents will be held responsible for taking children's temperatures, monitoring health, and keeping them at home if they believe their child to be unwell as per school guidelines.

Communication

Face to face communication with your child's coach pre or post class will not always be possible. If you wish to communicate with Hannah, please email: riversgymnasticsacademy@yahoo.com or call 07799770739. Incident forms may be used to relay any accidents or first aid provided during the session. Please message Hannah on the above number for issues surrounding late pick-up/alternative collection.

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F.A.Qs

What does my child need to wear for these classes?

Leotards, leggings, P.E kits and/or gym wear are all fine for these sessions. Hair must be tied back and no loose fitting clothes, denim, zipped items or jewellery are to be worn, including smart watches. For ear piercings, once the jewellery can be removed it must be for the gymnastics sessions. Until this time, coverings are to be worn.

Does my child need a water bottle?

Yes. Please ensure your child has enough water to last the session.

What do I do if we are late for our session arrival time?

Your child will not be allowed to enter the session if you are more than 15 minutes late if no notice has been given.

What do we do if we are late to collect our child?

If a parent is late for collection more than once (devoid exceptional circumstances), the child will lose their place. Please text Hannah as soon as possible to inform us of any late/alternative collections on 07799770739.

Can my child bring a snack?

Snacks cannot be consumed within these classes and can only be consumed on departure with the parent.

What happens if my child's session is cancelled?

You will be informed as soon as possible via email. You may be credited for the subsequent term if cancelled by Rivers Gymnastics Academy.