



1 Harbourmead, Harbour Road

Portishead Bristol BS20 7AY

Tel: 01275 840077

Website: [www.thegymacademy.co.uk](http://www.thegymacademy.co.uk)

Email: [admin@thegymacademy.co.uk](mailto:admin@thegymacademy.co.uk)

Inspiring Children

## **CORRESPONDANCE POLICY FOR PARENTS OF COMPETITIVE GYMNASTS**

The management of correspondence can be a complex matter and so we have prepared some guidance for clarification. Any assistance or clarification needed regarding this policy, should be sought by emailing [squadadmin@thegymacademy.co.uk](mailto:squadadmin@thegymacademy.co.uk)

All correspondence from a parent should be sent via email in the first instance, either directly to a coach or to the whole Squad coaching team at the address listed above. Please do not contact coaching staff or managers by text message, WhatsApp or telephone, except in an emergency. Any communication by a minor must have their parents copied in to the message.

For Emergency purposes during training, please contact the admin desk on 01275 840077. Failing this, the internal Gym telephone can be contacted on 01275 400556 – this should only be used for emergency's when your child is in training.

Please note that coaches will only be available during their working hours. At times your communication may need to be referred to the weekly squad meeting, if this is the case you will be informed of this.

**Reviewed January 2022**

**ACADEMY OF GYMNASTICS CLUB LTD** Private company Ltd by Guarantee

Registered in England & Wales – Company Number 04454506

Registered address – 1 Harbourmead, Harbour Road, Portishead, BS207AY