



Learn Hillingdon - Adult Community Education

Extreme Weather or Event Policy

Learn Hillingdon - Adult Community Education will strive at all times to deliver learning opportunities and sessions planned with minimum disruption to learners. However, it acknowledges that in some instances including extreme weather conditions may prevent or make this extremely difficult. This policy with associated actions has been put into place in order to ensure clarity and equality for all staff and learners, when situations arise due to events, which disrupt normal practices.

This policy will also be applied in other instances (i.e. major traffic incidents) where normal access to Centres is hampered by extreme circumstances outside the Service's control. Centre staff will be informed of when the policy applies by Senior Management.

Situations, which apply to individual staff, are not covered under this Policy.

In all instances, classes will not be cancelled in advance unless the locations where classes are held are deemed unreachable by staff and learners or where other parties have made decisions which influence the Service, i.e. Co-located Schools.

All Classes will be considered on an individual basis.

Situation 1:

Tutor arrives and is in place and only some of the learners arrive:

1.1 In this instance if over 50% of the learners have turned up then the class will be considered as normal and will count towards the course GLH planned and the Tutor will be paid at Tutor Rate with no additional classes being added.

1.2 If fewer than 50% of the learners turn up there will then be a decision made by the learners present as to whether to continue.

- If the class continues the Tutor will be paid for the session delivered (at tutor rate) but it will not be counted towards the Course GLH and an additional week will be added to the Course.

- If the Class does not continue then the Tutor will be paid at Base Rate and the learners will go home. The week will not be counted towards the GLH and an additional week will be added to the Course.

1.3 If no learners turn up then the Tutor returns home and is paid at Base Rate. The week will not be counted towards the GLH and an additional week will be added to the end of the Course.

Situation 2:

The Tutor does not arrive:

- 2.1 If it is known in time to contact Learners, i.e. the Tutor rings into say they are 'snow bound' (Please note: Tutors are expected to **try** to reach the location where their class is due to be held) Centre Office Staff will try to contact learners in advance. The week will not be counted towards the GLH and an additional week will be added to the end of the Course. The Tutor will not be paid.
- 2.2 If it is not known in advance and learners turn up, an hour will be given, with free refreshments to see if the Tutor arrives; if they don't the learners will be advised to return home. The week will not be counted towards the GLH and an additional week will be added to the Course. The Tutor will not be paid.
- 2.3 If neither Tutor nor learners arrive the class will be void. The week will not be counted towards the GLH and an additional week will be added to the end of the Course. The Tutor will not be paid.

Situation 3:

Both Tutor and Learners arrive:

- 3.1 If both the Tutor and 90% of the learners arrive, the class will considered to be norm even if other courses are affected.