NORLAND UNIVERSITY OF EARLY CHILDHOOD

Class Cancellation Policy and Procedure

1. INTRODUCTION

Norland aims to ensure that all lectures run as scheduled. However, there may be some occasions where, due to unforeseen circumstances, a class needs to be cancelled. Norland will ensure that it has in place effective arrangements for communicating with students in circumstances where classes are cancelled. The following policy explains the mechanisms of ensuring that students are informed that a class has been cancelled, how they might expect to make up for any work missed, and what arrangements will be made for the delivery of the remainder of the module if this becomes necessary (for example in the case of medium/long term sickness of the member of staff concerned).

2. CANCELLATION OR POSTPONEMENT OF CLASSES

2.1 If it is necessary to cancel a class due to illness, or any other unforeseen situation, it is important that members of staff notify Norland as early as possible so that students can be promptly informed.

2.2 The member of staff should telephone and email the relevant Programme Leader as early as possible. If they are not able to speak with the Programme Leader, they should phone the Pro Vice Chancellor (Learning and Teaching) or, as a last resort, leave a message with Reception. The message should include:

a. module name
b. lecturer's name
c. class meeting time that is to be cancelled
d. rescheduling information, if any.

2.3 The Programme Leader will:

a. seek cover for the class and if this is not possible:
   i. email and text all students registered on the module and inform them of the cancellation of the class; the message sent will apologise and provide an explanation of the reason;
   ii. display a notice on the appropriate classroom door.

2.4 A record of the number of classes cancelled will be maintained by the Senior Administrator/ PA to the DVC (Education and Research) and reported annually at Academic Board by the Pro Vice Chancellor (Learning and Teaching).

2.5 In the event that the illness or other unforeseen situation extends beyond one session, Norland will put in place contingency arrangements to cover subsequent classes.

3. RESCHEDULING CLASSES

3.1 The Programme Leader should make arrangements to ensure that the material that was to be covered in the class is made available to the students subsequently, either at the next class, through an additional meeting, or electronically, via Moodle or another means.

3.2 In the event that a new session is to be run, the Programme Leader should make arrangements to secure a room.

4. INCLEMENT WEATHER

4.1 It is the policy of Norland to conduct business as usual on every scheduled day and classes are rarely cancelled because of snow or other weather-related emergencies. However, Norland may decide it is necessary to close. In deciding whether to close or delay opening, several factors are considered:

a. the weather conditions
b. the condition of travel routes to Norland
c. and the condition of local roads and pavements.

4.2 If a decision to close is taken, that decision is usually made by 8:00 a.m. and publicised on the Norland web pages and/or social media platforms (Facebook, Instagram). The Senior Leadership Team will inform all staff, and a text message and email will be sent to all students.

4.3 When Norland is open, it is recognised that staff and students come from various locations and distances, some of which may be more seriously affected by adverse weather than others; staff and students must, as always, exercise their judgment on whether or not it is safe to travel to and from Norland.

4.4 If the closure results in the cancellation of classes, the Programme Leader will make arrangements for the rescheduling of the cancelled sessions as outlined above.

5. SUBMISSION OF ASSIGNMENTS AND ASSESSMENTS DURING INCLEMENT WEATHER

5.1 When Norland is open, students are expected to make every effort to attend assessments and should not assume that early morning travel disruptions will prevail throughout the day, as difficulties with travel routes and public transport are likely to improve as the day progresses. Students should, therefore, make continued efforts to attend, which may mean not relying on the usual travel routes or modes of transport. Students may also wish to make appropriate arrangements to stay in the area during the assessment period in order that their studies are not adversely affected by the weather.

Document Control Information	
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