



CURRICULUM POLICY AND PROCEDURES FRAMEWORK

Class and Course Cancellation Policy and Procedures

1.0 Purpose

- 1.1 These Policy and Procedures detail the management of the cancellation of all classes and courses.

2.0 Policy

Jewel & Esk College will ensure that, in the event of the cancellation of a class or course the College will inform students as soon as possible.

3.0 Scope

- 3.1 For the purposes of this policy: a “class” is defined as a single timetabled teaching event or occurrence; a “course” is defined as a linked series of classes or teaching events making up an award, programme or qualification.
- 3.2 “Significantly disadvantaged” may be when a student with known additional support needs, learning difficulties or social and emotional behaviour problems may be likely, through the removal of supervision, to be placed at risk or in a situation where the student is at greater risk of displaying behaviour which may lead to disciplinary procedures being instigated.
- 3.3 Courses will not be extended due to missed teaching where there is an impact on financial and transport support arrangements.
- 3.4 When a class has to be cancelled due to staff or tutors being unavailable for any reason that the teaching time missed be made up as soon as possible and no student or group of students should be significantly disadvantaged by such cancellations.
- 3.5 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

4.0 Responsibilities

- 4.1 The Depute Principal is responsible for the implementation and development of this policy.

- 4.2 Heads of Faculty are responsible for the effective and consistent operation of this policy through the overall management of procedures.
- 4.3 Learning Managers are responsible for making the decision to cancel or postpone a course or class and for communication of that decision both internally and externally.
- 4.4 In the event of a course cancellation the Information Services leader is responsible for ensuring that students are informed timeously.
- 4.5 In the event of a course cancellation: Registration Section; Finance Officer; Duty Evening and Weekend Supervisors and Curriculum Leaders are responsible for implementing appropriate parts of the Procedure 5.0.
- 4.6 In the event of a class cancellation or postponement Curriculum Leaders and Course Tutors are responsible for implementing appropriate parts of the Procedure 5.0.
- 4.7 It is the responsibility of all staff to abide by this policy and its procedures.

5.0 General Principles and guidance

- 5.1 Courses may be cancelled when there are judged to be insufficient numbers for the course to be viable either on academic or efficiency grounds.
- 5.2 Courses may be cancelled when insufficient resources are likely to be available to deliver the course and meet the college's quality standards and framework.
- 5.3 Learning Managers must inform Finance of cancelled courses for the purpose of refund of tuition fees as per the Finance, Refund and Withdrawal Policy and Procedures.
- 5.4 Classes should only be cancelled when, due to circumstances outwith the college's control, the lecturer or tutor due to teach the class is not available and no suitable substitute or alternative is available to cover the class. All reasonable alternatives or substitutes should be investigated before the decision is finally made to cancel a class.
- 5.5 Classes may be cancelled when bad weather or utilities failure make continuation of teaching within the college unacceptable. In this event the cancellation will normally be notified centrally as described in the Severe Weather Statement.
- 5.6 When a class is cancelled the course tutor and/or subject lecturer should make all reasonable efforts to deliver or ensure the delivery of the missed teaching or learning as quickly after the cancelled session as possible.
- 5.7 In all cases of cancellation staff should make every effort to ensure students are contacted as soon possible in order to minimise or avoid students making unnecessary or wasted journeys and having to commit unnecessary expenditure to travel or childcare.

6.0 Procedures

In the event of a **course** being cancelled, the following procedure should be adopted:

- 6.1 Learning Managers will complete and broadcast a pro-forma information sheet on Columbus in order to notify Registration Administration staff and the Accommodation Scheduler.
- 6.2 The Information Services Leader informed by registration staff will notify the students by telephone or by letter.
- 6.3 Where a student cannot be contacted, a record of the attempts should be kept and a list of students who have not been contacted sent to the responsible duty supervisor and to the Learning Manager.
- 6.4 Any student arriving in college for a cancelled course should be directed to the responsible duty supervisor or the Faculty Assistant who will explain why the course was cancelled.

In the event of a **class** being cancelled, the following procedure should be adopted:

- 6.5 Learning Managers will notify the Curriculum Leader, the Faculty Assistant and the Reception staff of the cancelled class.
- 6.6 Where the cancellation is of a class group serviced by another sector then the appropriate Learning Manager from servicing sector will notify the Curriculum Leader, the (serviced) Faculty Assistant and the Reception Staff of the cancelled class.
- 6.7 Where time allows (normally seven hours notification or more) the Faculty Assistant will contact the students by telephone regarding the cancellation and notify them of any alternative arrangements being made to deal with the cancellation or to catch up the teaching session.
- 6.8 Where the cancellation is at very short notice ideally a member of Faculty staff should be available to speak to students when they arrive at the location of the cancelled class.
- 6.9 Where it is not possible to follow the procedure in section 6.8 above a notice directing the students to a **named person within the Faculty** should be posted at the location of the cancelled class. The designated named person (normally the Learning Manager, Curriculum Leader or Faculty Assistant) must then ensure that they are available to the students and to notify them of any alternative arrangements being made to deal with the cancellation or to catch up the missed teaching session.
- 6.10 Where the cancellation is of a class group serviced by another sector then the servicing sector will deal with section 6.8 of the procedure.

7.0 Timing of Cancellations

- 7.1 Courses should normally be cancelled giving a minimum of one week's notice.
- 7.2 In exceptional circumstances (outside timescale of 7.1) the Learning Manager should telephone the Information Services Leader to inform the lecturer of the cancellation and then proceed as in Section 6.0.
- 7.3 Classes should be cancelled giving maximum possible notice.

8.0 Review

These Policy and Procedures will be reviewed in June each year.