



LUKE PICKETT

EMERGENCY CLOSURE POLICY

Issued: July 2019

Review Date: July 2021

School Closures

Schools close for many different reasons and the amount of notice they give will alter the approach to billing them and/or parents/carers.

Luke Pickett will request information regarding planned closures with schools at the beginning of each school year. Schools should know about training days, school trips, sports days etc. and be able to give plenty of advance notice.

If a school and/or parents/carers give more than four calendar weeks' notice of Luke Pickett being unable to teach on a certain day Luke Pickett will endeavour to make up the teaching at another time, at which point a charge would be made. If teaching is unable to be made up, a refund for any fees paid for missed lessons will be issued. This applies only to whole lessons e.g. in a paired or group situation, if one pupil is on a trip, but the lesson goes ahead for the other pupils, the pupil on the trip will still be charged.

If a school and/or parents give less than four calendar weeks' notice of Luke Pickett being able to teach (an unexpected school trip, for example), the school and/or parents/carers will be charged at the usual rate. If, out of goodwill, at a later date Luke Pickett can make up these lessons he will endeavour to assist in this way, but is under no obligation to do so.

Sometimes schools need to close in an emergency, for example when there is heavy snow. If a school cancels Luke Pickett's teaching by closing, the school and/or parents/carers will still be charged for lessons that would normally have been delivered. If parents are concerned about this, they should contact the school. If Luke Pickett is able to make up the missed lessons at another time he will endeavour to assist in this way, but is under no obligation to do so.

If the weather conditions have meant that Luke Pickett has been unable to deliver teaching and the school has remained open, then he will endeavour to make up any missed lessons. In the event that this is not possible, a refund will be provided for the missed lesson(s).

During adverse weather conditions, Luke Pickett will check school websites and local radio station websites for details regarding school closures. It would be appreciated if schools and parents/carers could also contact him directly to confirm whether the school is open or not.

Review

This policy will be reviewed biennially.

Signed: 

Date: July 2019

Mr Luke Pickett
Peripatetic Teacher



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