

COLLEGE OF INTEGRATED CHINESE MEDICINE

PROCEDURE IN ADVERSE WEATHER CONDITIONS

Adverse weather conditions include heavy snow, ice, flood and storms and any conditions that make it difficult for students and members of the teaching team to attend classes.

Under normal circumstances the College will remain open for scheduled classes no matter what the weather conditions.

If it is impossible or dangerous for teachers, staff or students to attend, we do not wish anyone to put their life at risk. The final decision on the advisability to attend rests with the teacher, student or staff member.

Below is our procedure for members of the teaching team, staff or students in adverse weather conditions:

Teaching Team

If a member of the teaching team (including practical skills tutors and clinical supervisors) thinks that they may not be able to attend the College for a scheduled session due to adverse weather conditions they should first contact the Principal or Programme Leader as far in advance as possible.

The Principal will, with the help of the Programme Leader if appropriate, work out a contingency plan. This will involve either keeping the session in place and changing the teacher or reorganising the timetable.

If the predicted weather conditions improve, any reorganisation will revert to the original timetable.

The situation in adverse weather conditions is different when members of the teaching team are unable to attend for another reason, such as ill health or holidays. In that case they are, as usual, expected to inform the Joint Principal that they are looking for a replacement and then inform the Principal of who the replacement is.

We are unable to pay teachers for a missed session.

Students

Students who think they will be unable to attend classes because of adverse weather conditions should inform the College admin in the same way as for any non-attendance and the class teacher will be informed.

Students are still expected to attend 80% of their class contact hours and 100% of clinical hours and will be required to make up for lost time in the case of lost clinical hours.

If the class has to be reorganised due to teacher being unable to attend the College, we will inform the class by email of any schedule changes. In this case we will endeavour to make up for any lost time and keep this within the timetabled hours. If the time cannot be made up within the timetabled hours the College will offer alternative sessions on non-timetabled dates.

Clinical students who can't attend to treat their patients should notify the College reception by phone and ensure the message has got through. This is to ensure alternative treatment is arranged for the patients.

Admin staff

We expect admin staff and other employees to make every effort to get to work even in adverse weather conditions.

If admin staff find it impossible to get to work or conditions are dangerous, if at all possible (answering emails or alternative work that can be arranged for them to do) we expect them to work from home. The College will pay for any taxi fares that make it possible for staff to get to work when they would otherwise have been unable to come in.

If employed staff show that they have done everything possible to get to work in adverse weather conditions, including walking a reasonable distance or getting taxis, and are prepared to work from home if any work is available, we will pay their full wages.

Review Date: 2023