

Extratime

Closure Due to Adverse Weather

Severe weather conditions experienced have necessitated a policy to clarify fee payment and staff payments in the event that extratime has to close clubs due to adverse weather conditions.

In the event that a school where we operate an after school club is closed due to adverse weather, the after school club will also be closed. Parents/carers should refer to local media updates (Heart FM) for list of school closures and, in future, notice will also be posted on the extratime website (extratime will have this facility when the new web site is launched in the Spring 2012).

If the after school clubs are closed, fees are still due for the first two days, if closure extends into subsequent days extratime would waive fee payments and would adjust accounts accordingly.

Extratime’s policy for paying staff in these circumstances is that they would be paid basic hours for the first two days if all the clubs are closed but, on subsequent days (if all clubs still closed), staff would be asked to take annual leave or not be paid for that day. In the event that one of the venues or the office is open/accessible on any day, staff would be asked to make their way there if possible to work in a club which is open, or if at the office for a training or planning session. Staff may choose not to do this and may take a day’s annual leave or a day unpaid leave if they so wish.

Extratime appreciates the understanding and cooperation of parents/carers and staff in these exceptional circumstances which are necessary to maintain the financial sustainability of the charity.

Document version and review control

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