

## OPEN STAGE PERFORMING ARTS COMPANY LTD

### Inclement Weather Policy - Clients

#### 1. Purpose

The purpose of this policy is to ensure that during periods of inclement weather, equal and fair treatment is applied as far as possible to all clients that attend Open Stage's premises.

#### 2. Inclement Weather

'Inclement weather' covers conditions such as snow, ice, fog, floods which render extremely hazardous journeys by road, by both public and private transport. 'Extremely hazardous' is defined as those conditions in which the police and/or appropriate motoring organisations advise people not to make unnecessary journeys or indeed travel at all.

#### 3. Class Cancellation

As a rule, Open Stage will always endeavour to remain open and to provide classes as usual. As a limited company, the decision as to whether to cancel any classes in the event of inclement weather rests solely with Rachael Jeffery, Director of the Organisation. The decision making process will take into account the following, including:

- the safety of the clients and children that access Open Stage;
- the safety of freelancers and volunteers;
- the likely number of attendees.

#### 4. Communication Process and Fees

On the rare occasion that adverse weather conditions prevent classes, we regret that no refunds can be made. Open Stage will announce our decision whether to hold or cancel classes as early as possible. We will never cancel classes without announcing it via our website: [open-stage.co.uk](http://open-stage.co.uk) and/or Facebook page: [facebook.com/openstagepac](https://facebook.com/openstagepac)

Clients are encouraged to check these regularly for updates.

#### 5. Policy Review

This policy will be reviewed annually and kept up to date, as legislation and company circumstances change over time. Meetings will be held regularly as appropriate to discuss any issues that arise in the interim in relation to this policy.

Last Updated 31 January 2018