



OurKidsCode
FAMILY CODING CLUBS

For Facilitators: Workshop Cancellation Policy

Please remember to log all cancellations in the Bookings system – thank you!

1. Cancellation with prior notice

Where workshops are cancelled with 24 hours' notice or more, the Facilitator fee will not be paid.

- A. Taster Workshops:** In the case that there are insufficient registrants for a Taster Workshop to go ahead, the OurKidsCode Admin team will cancel the event with 24 hours' notice. In this case, the Facilitator fee will not be paid.
- B. MeetUps 1-3 and Club Refresher MeetUps:** In the case of MeetUps 1-3 and other MeetUps where the Facilitator is in direct communication with the participants, it is the Facilitator's responsibility to ensure that all families have the correct information and can contact the Facilitator to notify of non-attendance. It is at the Facilitator's discretion to cancel a workshop with 24 hours' notice or more due to low attendance or non-attendance, adverse weather conditions, a change in circumstances, or other valid reasons. If this should happen, it is the facilitator's responsibility to inform the families and the OurKidsCode Admin Team of the change. In this case, the Facilitator fee will not be paid.

2. Cancellation without prior notice

Where workshops are cancelled with less than 24 hours' notice due to circumstances outside the Facilitator's control, i.e. issues with attendance, the venue, adverse weather, etc., half the usual Facilitator fee will be paid.

The OurKidsCode team makes every effort to ensure that families who register for OurKidsCode Taster workshops confirm their attendance in advance. It is expected that Facilitators will do the same for MeetUps 1-3 and other MeetUps, where they are in direct contact with families. Nevertheless, attendance can present an issue on occasion.

- A. No attendance:** In the case that no families turn up for a Taster Workshop or MeetUp, such that the event cannot take place, the Facilitator will be paid half of the usual fee.
- B. Low attendance:** In the case of low attendance at a Taster Workshop or other MeetUp, it is at the Facilitator's own discretion whether to continue with the workshop or not. Factors to consider are: the reason(s) for families' non-attendance, distance travelled by the families who have turned up, remoteness of the location, likelihood that a rescheduled workshop would be better or worse-attended, degree of commitment of families who cancelled to attend a rescheduled workshop, etc. If the Facilitator chooses to cancel the workshop due to low attendance, they will be paid half the usual fee.

3. Facilitator cancellation

In the case that the Facilitator cancels a workshop for personal reasons, with or without 24 hours' notice, the Facilitator fee will not be paid.



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