**CLASS OPERATIONS**

**Introduction**

1. Classes and activities are held in the Glenhuntly campus as well as other local venues. Tutors, Course Coordinators and office staff will work together to provide a program which is interesting, varied in topics and includes opportunities for social interaction.

**Purpose**

1. To ensure that classes are conducted in a consistent manner.

**Policy**

1. The subject content of classes or activities at Glen Eira U3A is the responsibility of the tutor. Political, religious and cultural views will be respectful, non-discriminatory and moderate.

**Procedures**

1. Glen Eira U3A will abide by the following procedures:
   1. Class sizes are determined by the Course Coordinator based on the advice of the tutor, and limited to the maximum size specified after advice from the OHS Adviser. The tutor may choose to have less participants than the maximum specified by the OHS adviser.
   2. Classes will not be held on Public Holidays. Semester 1 commences in February until last week in June. Semester 2 commences July until end of November.
   3. Tutors will inform the Course Coordinators of the length of their classes and any holiday breaks outside of semester dates.
   4. Course Coordinators will work with tutors to timetable classes at suitable times and to appropriate rooms or venues.
   5. Tutors will determine any specific requirements relating to individual or group safety such as appropriate footwear for dance classes.
   6. Tutors may cancel a class if unavailable for personal reasons or illness. Tutors will notify the office as soon as possible and either directly notify students or seek that the office do so.
   7. Tutors will ensure that members wear the current year badge and ensure that all participants are members and enrolled in the class.
   8. Tutors will mark the roll at each class and notify office of the non-attendance of any member for 3 consecutive weeks without apology.
   9. Members will apologise, in line with the attendance policy, if they are unable to attend a class.

**Responsibilities**

1. The Committee of Management is responsible for establishing, implementing, publishing, and reviewing this policy and procedures.
2. The Course Coordinator is responsible for setting course limits and scheduling courses and activities.
3. It is the responsibility of all tutors and members to abide by this policy and procedures.
4. It is the responsibility of the Secretary to receive complaints about a breach of this policy and to bring them to the attention of the President.
5. The President is responsible for ensuring that a complaint of a breach of this policy is handled in accordance with Glen Eira U3A’s *Grievance Policy*.

**Authorisation**

1. This Policy was adopted by the Committee of Management of Glen Eira U3A on 17 July 2017.