



Witham St Hughs English Hub

Events & Literacy Specialist Days Cancellation Policy 2025/2026

Events and Professional Development Sessions

Please notify us of any cancellations for a Witham St Hughs English Hub event at least 24 hours prior to the start of the event. If you notify us after this time without good reason, you may be unable to attend future events. Failure to attend a booked event twice without giving more than 24 hours' notice will result in removal from our delegate list and possible prohibition from booking on to future events.

For sustained professional development courses (Transforming Your School's Reading Culture, RAFA, SELD etc.), if two sessions are missed, your place will be revoked.

Literacy Specialist Day

For Literacy Specialist days, we require a minimum of 7 days' notice for cancellations or changes, with exceptions made only for unforeseen circumstances, such as an OFSTED inspection. Failure to notify your Literacy Specialist within this timeframe may result in your school not receiving their full allocation of Literacy Specialist days. Cancellation of two Literacy Specialist days at short notice (fewer than 7 days) will result in a meeting with our hub lead to discuss your commitment to the Department for Education's Partner School Programme.

School Accountability for Short Notice Cancellations

In the case that two events/professional development sessions or Literacy Specialist days are cancelled at short notice, your school's leadership will be notified and informed of the cost implications to the English Hub.

This policy was last reviewed on 12th March 2026.