

St Aidan's Emergency Contingency Plan

Timetabled Examinations During Severe Weather Conditions

The school always operates on the basis that it will open unless overnight weather conditions are so extreme that there would be significant risk to students and staff getting to school. The school **may** only be open to candidates sitting timetabled examinations. This is following the advice and recommendation taken from the JCQ (Joint Council for Qualifications) statement covering examinations during severe weather conditions and periods of disruption:

“Wherever possible, the examinations should be conducted according to the school’s published examination timetable” and “It is important to note that rescheduling the examinations is not an option due to the consequences that this would have across the system”

Where weather conditions have a significant effect on the number of staff and students that can reach school, a decision not to open is made as early as possible on the relevant morning.

Stray FM is contacted immediately, the school website is updated and an email is sent to all staff and parents for whom we hold a valid address.

When there are timetabled examinations scheduled on a day when severe weather conditions are a factor, the school has a contingency team of staff who come to school whatever the weather conditions, to ensure that the timetabled examinations will go ahead. The key points that should be mentioned are:

1. Staff will be available to invigilate the examination
2. Stray FM will be advised that timetabled examinations at the school will be going ahead
3. The school website will be updated each day to give instructions
4. An email will be sent to parents/carers indicating that school is open and examinations are going ahead
5. Start times may be able to be delayed if candidates are late (there are very strict regulations governing late arrival as the integrity of the question papers cannot be compromised)
6. Candidates will be expected to make the effort to come to sit their examination, but please note the instructions below taken from the JCQ statement concerning individual candidates that are unable to reach the school:

“Where candidates are entered for examinations but this is not their terminal (final) examination series, they may be entered again for the June series”

7. Candidates must not rely on “Special Consideration” to make up for missing a paper, there are strict criteria which apply and any pupil missing an examination in January will not be eligible for Special Consideration..