

Standard Operational Procedures in case of Unexpected School Closure.

External Examinations

This notice is to explain the procedures that will take place should The Coleshill School be closed due to adverse weather conditions or for any other reason during an examination period.

All students sitting examinations **MUST** attend school even if either The Coleshill School is closed, or Warwickshire County Council announces that all Warwickshire schools are closed. The Examination Awarding Bodies do not grant any special consideration for students who fail to turn up for their examinations.

Staff will be in school to conduct examinations and the Reception staff will be in school to take calls and answer messages.

If you wish to phone to say that you will be attending for your examination but are delayed please phone the following mobile phone, **07818 056050**, which is the school mobile telephone held by Miss K Skipper (Assistant Headteacher).

If she is unable to answer your call please leave a message giving your name and expected time of arrival, and a contact telephone number.

However, please be aware that the JCQ regulations state that the Awarding Bodies may not mark your paper if you arrive later than one hour after the published start time as it is possible that you may have been in contact with a candidate sitting the examination at a different centre.

Absence due to extenuating circumstances

If you are unable to attend your examinations for reasons of severe illness, or certain personal circumstances which deem you unable to sit your examination, it is extremely important that you obtain a doctor's note dated with the date of the missed examination.

Under these circumstances it is important that you telephone Mrs Hodgkinson in the examination office and leave a message saying why the examination was missed and that a doctor's note will be brought into school within 5 days of the missed examination.