

Headteacher Mr P. Quirk
Brierley Avenue, Failsworth, Manchester, M35 9HA



Co-op Academy
Failsworth

October 2018

Dear Parent/Guardian/Students

Contingency plan for exams during bad weather

This letter is to explain the procedures that will take place should the academy be closed due to adverse weather conditions or for any other reason when a formal examination is timetabled.

All students who are scheduled to sit an exam **must** attend the academy even if you have been notified that the academy is closed, or the Local Education Authority announces that all Oldham schools are closed. The Exam Awarding Bodies do **not** grant any special consideration for students who fail to turn up for their exams.

Staff will be present to conduct exams **but** Reception staff **may not** be. You can, however, leave a message on the academy's answerphone.

If you wish to phone to say that you will be attending for your exam but are delayed please call the academy's Exams Officer on 0161 688 3921. Please leave a message giving your name and expected time of arrival, and a contact telephone number.

Also, please be aware that JCQ regulations state that the Awarding Bodies may not mark exam papers if candidates arrive later than one hour after the published start time, however, you should still attend and sit the exam. An explanation of the lateness will be provided to the Awarding Body who will then decide if the paper can be accepted and marked.

Absence due to extenuating circumstances

If students are unable to attend for reasons of severe illness, or certain personal circumstances which deem them unable to sit their exam, it is extremely important that a **doctor's note dated with the date of the missed exam** is given to the **Examinations Officer**. Failure to provide a doctor's note will result in failing that specific paper and a U Grade being issued.

If you have any further concerns or queries, please do not hesitate to contact me on the above number.

Yours sincerely,

Mrs Z Ali
Deputy Headteacher

Mrs K Garside
Examinations Officer