

**BRYMORE ACADEMY**

**EXAMS POLICY**

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| **Created by:** Samantha Vowles |
| **Date:** October 2020 |
| **Approved by Local Advisory Board:** |
| **Review date:** October 2021 |
| **Signature of Chair of Governors****grundy sig** | **Signature of Headteacher****MT's signature** |

**Brymore Academy**

**Exams Policy**

**2020 - 2021**

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# **The purpose of this exam policy is:**

# To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates

# To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

# It is the responsibility of everyone involved in the centre’s exam processes to read, understand and implement this policy.This exam policy will be reviewed annually.This exam policy will be reviewed by the Exams Officer.

**1. Exam responsibilities**

# **Head of Centre**

# Overall responsibility for the school as an exam centre:

# Advises on appeals and re-marks

# The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

# **Exams Officer**

# Manages the administration of internal exams and analysis of exam results:

# Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards

# Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events

# Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them

# Consults with teaching staff to ensure that necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines

# Provides and confirms detailed data on estimated entries

# Receives, checks and stores securely all exam papers and completed scripts

# Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*

# Identifies and manages exam timetable clashes

# Accounts for income and expenditures relating to all exam costs/charges

# Line manages the senior exam invigilator and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams

# Inputs exam data onto the school MIS and ensures data manager has relevant data for analysis and comparison.

# Submits candidates’ coursework / controlled assessment marks, tracks despatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule

# Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests

# Maintains systems and processes to support the timely entry of candidates for their exams.

# **Assistant / Deputy Heads**

# Organisation of teaching and learning.

# External validation of courses followed at key stage 4

# **Heads of Department**

# Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

# Involvement in post-results procedures.

# Accurate completion of coursework mark sheets and declaration sheets.

# Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

# **Head of careers**

# Guidance and careers information.

# **Teachers**

# Notification of access arrangements (as soon as possible after the start of the course).

# Prepare all students for coursework, controlled assessments and exam entry as outlined in subject specification.

# **SENCO**

# Administration of access arrangements.

# Identification and testing of candidates requiring access arrangements (in conjunction with teachers).

# Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

# **Exams Assistant/Lead invigilator/invigilators**

# Collection of exam papers and other material from the exams office, before the start of the exam.

# Supervise smooth running of all examinations according to JCQ *Instructions for conducting examinations.*

# Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

# The secure administration and packing of examination scripts ready for dispatch to awarding body

# **Candidates**

# Confirmation and signing of entries.

# Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.

# Following all examination rules and regulations and behaving in suitable manner as outlined in JCQ *Information for Candidates* (distributed in September 2010/11)

**2. The statutory tests and qualifications offered**

# The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the senior leadership team.The statutory tests and qualifications offered are from the following types - GCSE, BTEC, Entry Level, NCFE Engineering, Nationals level 1&2 in iMedia and Sport Studies.

# The subjects offered for these qualifications in any academic year may be found in the centre’s published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 1st November.Decisions on whether a candidate should not take an individual subject will be taken in consultation with the parents/carers, subject teachers, Head of Department and Mark Thomas (MT).

# At key stage 4 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

**3. Exam seasons and timetables**

# **3.1 Exam seasons**

# Internal exams are scheduled throughout the year for Year 11 students and in June and at various times throughout the year (as appropriate in each subject) for Year 10 students.

# All internal exams are held under external exam conditions. Internal exams are also held for years 7, 8 and 9.

# External exams are scheduled in May/June and on-screen exams at various other times as requested.

# Exams may be written or on-screen tests and details can be found in subject specific ‘Examination Key Information’ issued at the start of each year.Which exams are entered in each series by the centre is decided by the Heads of Department.

# Controlled assessments are an essential part of many courses and will be held throughout year 10 and year 11

# **3.2 Timetables**

# Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams and also display on the website.

**4. Entries, entry details and late entries**

# **4.1 Entries**

# Candidates are selected for their exam entries by the Heads of Department and the subject teachers.Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.The centre does accept entries from external candidates at the discretion of the Head of Centre.

# **4.2 Late entries**

# Entry deadlines are circulated to Heads of Department via email.Late entries are authorised by the Heads of Department and Exams Officer.

**5. Exam fees**

# The centre will pay all normal exam fees on behalf of candidates.Late entry or amendment fees are paid by departments.Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

**6. Equality Legislation**

# All Exam centre staff must ensure that they meet the requirements of any equality legislation.

# The schools Examination Officer will own the control and adherence of the Equalities Legislation.

# The Centre will keep up to date with any changes to Legislation and make adjustments to methods, procedures and policy in line with new legislation.

#  The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

**7. The Disability Discrimination Act (DDA), special needs and access arrangements**

# **7.1 DDA**

# The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

# **7.2 Special needs**

# A candidate’s special needs requirements are determined by the SENCO and educational psychologist / specialist teacher.The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam.

# The SENCO/Exams Officer will inform individual staff of any special arrangements, approved by the awarding bodies, which individual candidates can be granted during the course, in controlled assessments and in the exams.

# **7.3 Access arrangements**

# Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Officer.Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO/Specialist teacher.Rooming for access arrangement candidates will be arranged by the Exams Assistant/Exams Officer after consultation with the SENCO.Invigilation and support for access arrangement candidates will be organised by the Exams Assistant/Exams Officer.

**8. Estimated grades**

# The Heads of Department will submit estimated grades to the exams officer when requested by the Exams Officer.

**9. Managing invigilators and exam days**

# **9.1 Managing invigilators**

# External invigilators will be used for internal exams and external exams.The recruitment of invigilators is the responsibility of the exams office.Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.DBS fees for securing such clearance are paid by the centre.Invigilators are timetabled and briefed by the exams office.Invigilators’ rates of pay are set by the centre administration.

# **9.2 Exam days**

# The Exams Officer/ Exams Assistant will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.Site management is responsible for setting up the allocated rooms.The lead invigilator will start all exams (both written and on-screen) in accordance with JCQ guidelines.Subject staff may be invited by the Exams Officer to be present at the start of an exam to assist with identification of candidates or clarification of entry tiers.In practical exams subject teachers and/or technicians will be on hand in case of any technical difficulties.Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department when completed scripts have been collected by Parcelforce.

**10. Candidates, clash candidates and special consideration**

# **10.1 Candidates**

# The centre’s published rules on acceptable dress, behaviour and candidates’ use of mobile phones and all electronic devices apply at all times.Candidates’ personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.Disruptive candidates are dealt with in accordance with JCQ guidelines.Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

# **10.2 Clash candidates**

# The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays if required.

# **10.3 Special consideration**

# Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate’s responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate’s doctor.The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

**11. Private Candidates**

# Private (External Candidates) may be accepted at the discretion of the centre. Please note that the Centre is unable to supervise any aspect of practical work and therefore we are unable to accept entries for courses containing practical work elements.

**12. Malpractice / Maladministration**

# The Head of Centre in consultation with the Deputy Head Teacher and Examinations Officer is responsible for investigation suspected malpractice.

# All instances the centre must immediately notify BSC (no longer than 20 days) and the relevant Examination body if malpractice is suspected or maladministration has occurred as BCS and the Examination bodies a responsibility to the regulatory authorities to ensure that all investigations are carried out rigorously and effectively.

# In all cases of the suspected malpractice and maladministration reported, BCS will protect the identity of the ‘informant’ in accordance with our duty of confidentiality and/or any other legal duty.

**13. Coursework, Controlled Assessments and appeals against internal assessments**

# **13.1 Coursework**

# Candidates who have to prepare coursework should do so by the end of the course.Heads of Department will ensure all coursework is ready for despatch at the correct time for moderation. The Exams Officer will keep a record of what has been sent when and to whom.Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers and the Heads of Department.

# **13.2 Controlled Assessment (CA)**

# Candidates should complete all planning and preparation for CAs which are outlined in Year 10/11 Course Information Booklet issued in February 2017.

# Teachers should ensure all deadlines for CA preparation and all dates for CAs are noted in the planners of all students as early as possible.

# Teachers should ensure candidates are very clear about the conditions in which CAs are to be carried out e.g. under full exam conditions following JCQ guidelines (see posters in each classroom), under quiet classroom conditions etc. or as detailed in awarding body subject specifications.

# Heads of Department will ensure all controlled assessment work is stored securely in locked cupboards/files at all times. They should ensure students sign declaration of authenticity on all work when completed. They must ensure all work is moderated / standardised ready for despatch at the correct time for external moderation. The Exams Officer will keep a record of what has been sent when and to whom.Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers and the Heads of Department.

# **13.3 Appeals against internal assessments**

# The centre holds JCQ guidance on this subject, which is available from the exams office.

# The school Examinations Officer will own the control and adherence of the Appeals process in conjunction with the Head of Centre.

# The Appeals Policy is reviewed annually and in addition if there is change to process that affects the policy.

# The main points are:

# Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded

# Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification

# Appeals should be made in writing by 30 June to the Head of Centre who will decide whether the process used conformed to the necessary requirements

# The Head of Centre’s findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

**14. Exam Days**

# The Exams Officer / Exams Assistant will book all rooms after liaison with other users and make the question papers, other exam stationary, and materials available for the invigilator/s.

# Site management is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

# The Lead Invigilator/Invigilator will start and finish all exams in accordance with JCQ guidelines.

# The senior invigilator will start (or occasionally SMT Staff) may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

# In Practical Exams, subject teachers’ availability will be in accordance with JCQ guidelines.

# Exam papers must not be read by subject teachers or be removed from the exams rooms before the end of the exam session. Papers will be distributed to the Head of Department post Parcel force collection and within the JCQ guidelines.

# After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with members of the invigilation team.

**15. Candidates**

# The Exams Officer will provide information to candidates in advance of the exam series. A formal briefing session for candidates will be given by the Deputy Head Teacher and Exams Officer.

# The Centre’s published rules on acceptable dress and behaviour apply at all times.

# Dress Code:

# Candidates must not wear any devices that may hold data. i.e Smart watches etc.

# Candidates are required to wear school Uniform

# Candidates may be subject to searches if malpractice is suspected.

# Candidates’ personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

# In the exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject. This is particularly true of mobile devices or any other electronic communication or storage devices with text or digital facilities. Any precluded items must not be take into an exam room.

# Note: Candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

# The Examination Officer/Senior Invigilator is responsible for handling late or absent candidates on exam day.

**16. Results, enquiries about results (EARs) and access to scripts (ATS)**

# **16.1 Results**

# Candidates will receive individual results slips on results days either in person at the centre, by post to their home addresses (candidates to provide sae) or by email if arranged with Exams Officer.Arrangements for the school to be open on results days are made by the Head of Centre.The provision of staff on results days is the responsibility of the Head of Centre.

# **16.2 EARs**

# EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidate permission will be obtained before EAR applications are processed.If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre’s expense.When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

# **16.3 ATS**

# After the release of results, candidates may ask subject staff to request the return of papers within three days’ scrutiny of the results.Centre staff may also request scripts for investigation or for teaching purposes. For all requests, the consent of candidates must be obtained.GCSE re-views of marking cannot be applied for once an original script has been returned.

**17. Exam Contingency Planning**

This plan examines potential risks and issues that could cause disruption to the exams process at the centre. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

Causes of potential disruption to the exam process

**Exam officer extended absence at key points in the exam process (cycle) Criteria for implementation of the plan.**

Key tasks required in the management and administration of the exam cycle not undertaken including:

**Planning**

* Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
* Annual exams plan not produced identifying essential key tasks, key dates and deadlines
* Sufficient invigilators not recruited

**Entries**

* Awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
* Candidates not being entered with awarding bodies for external exams/assessment
* Awarding body entry deadlines missed or late or other penalty fees being incurred

**Pre-exams**

* Invigilators not trained or updated on changes to instructions for conducting exams
* Exam timetabling, rooming allocation; and invigilation schedules not prepared
* Candidates not briefed on exam timetables and awarding body information for candidates
* Exam/assessment materials and candidates’ work not stored under required secure conditions
* Internal assessment marks and samples of candidates’ work not submitted to awarding bodies/external moderators
* Exams/assessments not taken under the conditions prescribed by awarding bodies
* Required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
* Candidates’ scripts not dispatched as required for marking to awarding bodies

**Results and post-results**

* Access to examination results affecting the distribution of results to candidates
* The facilitation of the post-results services

**Centre actions**

* EO to have documented procedures manual(s) in place (SLT to be aware of where these are stored for future reference).
* SLT to nominate a ‘deputy’ to cover a role/task.
* Work shadowing; job rotation; staff development sessions; briefing sessions.

**Teaching staff extended absence at key points in the exam cycle Criteria for implementation of the plan**

Key tasks not undertaken including:

* Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
* Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
* Non-examination assessment tasks not set/issued/taken by candidates as scheduled
* Internal assessment marks and candidates’ work not provided to meet awarding body submission deadlines

**Centre actions**

* SLT to arrange a “deputy” within the faculty concerned at the earliest opportunity. They would take up all the necessary roles within the faculty to ensure the above all occur.
* EO to apply for emergency permission to use an alternative site. Site staff to transport invigilators and students to alternative site if required. EO to apply for special consideration. (Disadvantaged Candidate)

**Candidates unable to take examinations because of a crisis – centre remains open Criteria for implementation of the plan**

* Candidates are unable to attend the examination centre to take examinations as normal
* The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.

**Centre actions**

* SLT to activate the school’s Business Continuity Plan.
* The centre will communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.

**Delay in normal collection arrangements for completed examination scripts:**

The centre to communicate with relevant awarding organisations at the outset to resolve the issue.

**Centre actions**

* Scripts to be stored in exam paper secure storage.
* Exam safe keys stored in their own key safe secured to the wall of the Exams Officer’s office.
* Exams Officer’s and Deputy Head of Centre’s offices must be locked when unoccupied.

The centre to communicate with relevant awarding organisations at the outset to resolve the issue

**18. Certificates**

# Certificates are posted to candidates at their home address in November.Certificates may be collected on behalf of a candidate by a third party, providing they have written authority to do so.Replacement certificates are issued by awarding bodies only if there is proof that the original certificates have been destroyed. In other cases official statements of results are issued by the awarding body. Both services incur a cost to the candidate.The centre retains certificates for two years.

**19. Complaints**

# The below are details of the Complaints Policy outlining details on the following:

# Who can make a complaint: All candidates or any party that consider is part of the exam process i.e. Invigilators, Readers, scribes, Exams assistant, Exams Officer and Candidate.

# Who the complaint should be sent to: Complaint should be made in writing/email addressed to the Exams Officer to start investigation and procedures. Verbal statements can be provided and recorded and undersigned once read by the candidate.

# Method of raising a complaint: A written statement or email need to be provided. A verbal complaint can be made and recorded as long it is undersigned by the candidate who raised the complaint.

# Details required for complaint: Full details of complaint including the information concerning; dates, times and invigilation staff that were present.

# Timescales: 28 Days from receiving the formal written/recorded complaint.

# Who is responsible for managing the complaint: Centre Manager Mark Thomas has overall responsibility and will work in conjunction with the Exams Officer.

# Owner of the Complaints Policy: Centre Manager Mark Thomas.

**Appendix A**

**Learner Appeals Procedure – BCS EDCL Examinations**

* Learners who are unhappy with any aspect of the assessment and award process should first discuss the problem with their Centre Representative or the Centre Manager. The reasons for dissatisfaction must be made clear by the Learner at this time.
* The Centre will keep a record of such discussion together with date and outcome.

* If a Learner is not able to resolve an appeal at the approved centre then he has the right to appeal to BCS. This may be done via the Centre Manager, Clare Wallace, or direct to the BCS Quality Assurance Team in writing. Learner appeals must be made to BCS as per the BCS Learner Appeals Policy within 20 days of the assessment.
* During any stage of the Appeals Procedure the Learner is entitled to be represented or accompanied, should they wish.

**For Automated Assessment:**

* Assessments are undertaken using automated testing software which has been approved by the ECDL Foundation. In the event of a Learner raising a complaint the assessment report that will have been produced by the system will be fully discussed with the Learner
* An action plan will be agreed and a further assessment date scheduled. In some circumstances the Learner may be offered a free re-test (e.g. if there had been hardware or software problems)

**Appendix B**

**Quality Assurance Procedure – BCS EDCL Examinations**

* The schools Examination Officer will own the control and adherence of the Quality Assurance at the Centre.
* The Centre is committed to Quality Assurance and believes it is an integral part of the Centre’s processes.
* The focus of the Centre is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
* The provision is regularly monitored and reviewed by your named quality assurance representative.
* All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role
* All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.
* Existing invigilators will be observed conducting an assessment at least once a year.
* Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
* The organisation’s policy for Equal Opportunities is followed and monitored.
* For manual testing and evidence based assessment:
* An Internal Verification process is in place to ensure that consistent testing and assessment standards are maintained by cross-marking.
* Internal Verification is carried out on an on-going basis.
* All cases of borderline achievement are Internally Verified.
* At least 10% of other assessments are checked across all markers and modules.
* Where a new marker is assessing, all work is double marked until the Centre Manager is satisfied with the standard.
* Internal Verification is recorded on Learner work and records and on central recording systems.

**Appendix C**

**Emergency Evacuation Procedure**

**Rationale:**

The purpose of this policy is to outline the procedure for evacuating the school in the case of fire or other emergencies which require staff and students to be moved from Brymore Academy buildings.

This policy applies to employees, volunteers, parents / carers / students, and people visiting the school site.

Generally, the emergency is an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the school environment.  It is a risk to an individual’s health and safety.

**Aims:**

* To provide a safe and secure environment for our students, staff and resources.
* To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

**Implementation:**

In the event of an emergency, the Head teacher or member of SLT will make the decision as to whether the school needs to be evacuated.

If the decision is made to evacuate:

* Emergency services will be contacted (999)
* The fire alarm bell will be sounded.
* Students, staff, and visitors to the school will immediately proceed to

 the Evacuation Area – the grass opposite the all weather court.

* Office staff will bring with them attendance lists, visitor book, staff signing out folder. Teaching staff will secure rooms and supervise students while in the evacuation area.
* All staff will check their allocated areas for staff / children / visitors and alert them to the evacuation.

The Head teacher or a member of SLT will notify the appropriate authorities and move to the evacuation area.

* At the evacuation area, tutors are responsible for supervising their tutor group and for taking class rolls.
* If an exam is underway, invigilators are instructed to take their candidates over the bridge, by the MUGA, into the field along with the attendance register and keep candidates in silence to preserve the security of the exam.
* Any students not accounted for should immediately be reported to the Pastoral Assistant Head.  The student’s name will then be checked against an up to date absentee list, and then any missing students or staff reported to the Head Teacher
* Class room teachers:

            1. Leave lights on.
            2. Close windows.
            3. If a fire is in the room, turn off electrical items at switch on wall.
            4. Children take books with them, if safe to do so.
            5. Line up children outside room in pairs
            6. Teacher lock door, (except in fire room and rooms either side)
            7. If Fire room or room either side, close door, but do not lock.
            8. Teacher lead children to assembly area with 2 responsible children at rear.
            9. KEEP CHILDREN TOGETHER AT ALL TIMES.
            10. Move in an orderly manner to designated evacuation point (as far away from school buildings as possible)
            11. Class teachers assemble students in alphabetical order, check numbers and names
            12. Report any missing students’ names to Pastoral Assistant Head.

            13. All staff and visitors must report to the fire wardens to have their names checked off.
            14. Remain at Evacuation point until advised otherwise by the Head teacher

* **All staff and visitors to the school**, must also be accounted for.  They will report to the Office personnel who will note the attendance of staff and visitors, cross-checking with the daily visitor’s book.
* Students who are visiting the school for any purpose, must assemble with their supervising teacher in the assembly area.
* Should the need for evacuation have occurred during a time when students are not in the classroom, the fire alarm will be sounded as normal.  Students and all staff members must move to the evacuation area immediately.  This is situated on the grass opposite the MUGA.  Students are required to meet with the tutors who will be at a designated spot in the evacuation area.
* The Head teacher is responsible for notifying authorities about any missing students and has the responsibility to sound the “all clear” when the emergency is over.

**No one is exempt from evacuation procedures.**

**Teachers who are not teaching should report to the evacuation point**

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| Mark Thomas |   | Samantha Vowles |
| **Headteacher** |  | **Exams Officer** |
|  |
| **Date** October 2020 |
|   |
| This policy is next due for review October 2021. |