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Important Information to Parents and Carers

In the Event of an Unplanned School Closure during External Examinations

If the school is closed to students due to severe weather conditions during an external examination period the following communication will inform parents/carers on a day to day basis:

- Information to parents/carers will be posted on the school website from approximately 7am (www.berwickacademy.co.uk). This will advise parents/carers if the external examinations are taking place that day and where students should report to in school.
- An Intouch message will be sent to *primary contact* as soon as practical each morning informing parents as above.
- Follow us on Twitter @AlexisWiddowson
- School telephone lines should open from 8.30am Tel: 01289 305083 (where possible please check the website, twitter and mobile/email for message)

Please note that an examination start time can be delayed by up to 30 minutes and longer with the examination board approval on the day. It is only in the most extreme weather conditions that the exam will not go ahead.

If the school is closed to students due to other circumstances during an external examination period the following will apply:

- Students will be informed as soon as practical either in school or as above, if before school.
- An assessment of the circumstances will be made and external examinations will take place unless it is a health and safety issue or the circumstances do not allow us to meet the JCQ guidelines for external examinations.

In extreme circumstances of a school closure to both staff and students the examination will be cancelled. The students will automatically entered into the next sitting of the external examinations.