

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 communications will inform parents on a day by day basis:

- Information to parents will be posted on the school website from approximately 6.00am (www.gehs.net). This will advise parents if the external examinations are taking place that day and where students should report to in school.
- A parentmail message will be sent as soon as practical each morning informing parents as above (this will be at approximately 6.30am).
- Follow us @QEHSHexham on Twitter.
- School telephone lines should be open from 8.30am tel: 01434 610300 (where possible check the website, twitter and parentmail message first).

Please note that an examination start time can be delayed 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.

We suggest that parents should, where possible, make contingency plans, for example students who live in outlying areas could possibly make arrangements to stay at a friend's or relative's house closer to school the night before the exam.

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 Joint Council for Qualifications guidelines for external examinations.

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

Susan Hope
Business Manager