

Contingency Planning Policy

Inclusion Hampshire



Approved by: Senior Leadership Team

Date: 2nd October 2020

Signed by: 

Position: CEO

Last reviewed: October 2020

Next review due: October 2021

Monitoring arrangements

All Policies relating to the delivery of assessments and examinations will be reviewed each Autumn term in line with the Awarding organisations latest guidance and approved by the Senior Leadership Team.

Disruption to learning:

Inclusion Hampshire has undertaken preparations to guarantee that learners will continue to receive access to teaching and education in the event of a school closure where teaching needs to continue off site.

Inclusion Hampshire's tutors will be providing the following:

- Home learning packs to each learner which can be completed at home during the closure.
- Further online learning will be made available to learners, in collaboration with their referring school.
- Tutors will be contactable by telephone or email in order to provide teaching, feedback and support for young people at home. This support will be available to learners during the time of their session. Learners will be able to contact staff outside of these hours but learners who would be in session will be prioritised at that time, unless there are immediate safeguarding concerns.

Any home learning that is completed can be:

- Scanned/photographed and emailed to their tutor for marking and feedback
- Returned to Inclusion Hampshire at the following addresses:

<p><u>Pre 16</u> Inclusion Hampshire Office 5, The Clock Tower Chineham Shopping Centre Basingstoke RG24 8BQ</p>	<p><u>Post 16</u> Inclusion Hampshire Dickson House London Road Hook RG27 9DJ</p>
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The Senior Leadership Team will work to ensure any disruption is as minimal as possible and will continually review any impact on the learners' education throughout any period of closure. The exams officer will contact the AO to keep them informed. The Provision heads will be in regular contact with the referring schools, agencies and learners and their families.

External assessments:

Having Functional Skills on the 'on demand' basis enables us to reschedule any assessments that were unable to take place for any unforeseen circumstances. This would be the responsibility of the Exams officer to make the appropriate arrangements with the AO and ensure learners and their families are informed.

Site:

Having 2 sites we have the flexibility to accommodate learners at a differing site if one was to be closed due to unforeseen circumstances.

Awarding body communication:

In the event the exams officer is unable to perform any of the administration tasks associated with the assessments process, the Administrator of Inclusion Hampshire would have access to be able to do this.