



# **Contingency Arrangements for Learners Undertaking Qualifications**

September 2022

(To be reviewed August 2023)

## **Aim:**

The aim of this policy is to ensure that contingency arrangements are in place to safeguard the interests of SupaJam learners and ensure that they receive continuity in their programme of learning, should any problems arise. This policy will reflect national guidance with regards to the pandemic, including the use of TAGs.

## **Possible risks that could cause major/minor disruption to a learner's qualification:**

1. The teacher leading the qualification is absent for a large period of time, loss of life, or leaves SupaJam's employment
2. COVID-19 or any other reason for SupaJam to go into extended periods of lockdown where students do not have access to normal methods of learning or resources
3. The building in which learning takes place is not accessible for any reason, either for a short or extended period of time
4. Failure of IT systems
5. Emergency evacuation of the building
6. Extreme weather conditions

## **How SupaJam will mitigate the risk:**

### **1) The teacher leading the qualification is absent for a large period of time, loss of life, or leaves SupaJam's employment**

SupaJam will ensure that a replacement member of staff is found to support the teaching of the qualification as quickly as possible. While a new member of staff is being recruited for, either an agency substitute teacher will be used to cover the teacher's Scheme Of Work or a suitable internal member of staff will step into the role for the interim.

Should learners be disrupted in their education and require additional teaching and assessment time, reasonable adjustments will be applied for from external bodies (such as RSL, The Prince's Trust, NCFE) with a full reason outlining the need for additional time to complete the qualification and how this will be achieved within the academic year.

### **2) COVID-19 or any other reason for SupaJam to go into extended periods of lockdown where students do not have access to normal methods of learning or resources**

Where SupaJam centres are required to close, for example during periods of national lockdown, online learning will take place and students will continue with lessons adjusted for the online timetable. This will be communicated to all students and parents via emails and letters, and will follow guidance from Awarding bodies, Ofqual and the Department for Education. Students without easy access to IT systems will be provided these by SupaJam.

### **3) The building in which learning takes place is not accessible for any reason, either for a short or extended period of time**

Where SupaJam centres are required to close for any other reason, such as damage to the property (e.g. flood or fire), online learning will take place as above. SupaJam will commit to providing students without easy access to IT systems the resources needed to continue their study from home, even if additional resources are required to be purchased (e.g. if laptops were also damaged within the building).

### **4) Failure of IT systems**

Where failure of IT systems have significantly impacted learning, e.g. through loss of internet use within a building for a day or more, SupaJam will organise and communicate to students and parents additional time within the academic year that students will be able to utilise. This may take place, by way of example, during a scheduled staff training day or within a holiday period. This will ensure no learning time is lost due to the failure of IT or resources.

### **5) Emergency evacuation of the building**

Where an emergency evacuation of the building significantly impacts learning for a day or more, as with the failure of IT systems, SupaJam will organise and communicate to students and parents additional time within the academic year for students to catch up on lost learning hours.

### **6) Extreme weather conditions**

As per the extreme weather condition policy, students will be requested to complete work from home should extreme weather prevent them from being able to come into a SupaJam building to learn. For the majority, online lessons will take place to ensure no learning time is lost, but for those without easy access to IT systems (where IT systems cannot be easily transported to them for the duration of extreme weather), students will be asked to complete alternative work that does not require IT.

### **Statement:**

Should any additional reason or issue arise outside of any group of learners' control that may impact their qualification, SupaJam commits to doing everything within its power to ensure the impact is kept to a minimum and they support the student to complete their qualification in full and with as minimal disruption as possible. SupaJam will ensure that students are not unfairly disadvantaged for reasons that are beyond their control and will work with awarding bodies to ensure full programmes of study are offered and taught as advertised to the students.