



Stone Lodge School

Stone Lodge Therapeutic School Exams Department Food and Drink Policy

Approved by: Ollie Sharp Date: 12/12/24

Last reviewed on: 05/12/2024 Reviewed by: S Hilton

Next review due by: Dec 25

Purpose of the policy

This policy confirms that Stone Lodge Therapeutic School reserves the right to exercise discretion whether to allow food and drink in the examination room, and confirms:

- the correct procedures are followed regarding food and drink in the examination room
- appropriate arrangements are in place for the management of food and drink in the examination room

1. Food and drink in the examination room

- Food and drink is allowed in the examination room at the discretion of the head of centre (ICE 18.2)
- Any food and drink brought into the examination room whether by the candidate or the centre must be free from packaging and all labels are removed from drink containers (ICE 18.2)
- To enable invigilators to check these items quickly and efficiently:
 - food brought into the examination room by the candidate must be free of packaging and in a transparent container
 - drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles (ICE 18.2)

The following arrangements are applied at Stone Lodge Therapeutic School:

Additional centre-specific arrangements:

We recognise that students at Stone lodge therapeutic school may face additional challenges due to their individual SEMH needs and we will therefore look at requests for food and drink on a case by case bases whilst ensuring ICE guidelines are followed.

- **Medical Needs:** If a student has a medical condition (e.g., diabetes, epilepsy, or other health concerns), they are allowed to bring food or drink as needed. This must be discussed with the exam officer in advance, and a medical note may be required.
- **Emotional Support and Regulation:** Some students may benefit from having food or drink available for emotional regulation (e.g., to manage stress, anxiety, or other emotional needs). Where this is their normal way of working it will be identified by teaching staff and brought to the attention of the exams manager and SENCO who will work with the exams officer to create a plan to ensure the student's needs are met without causing disruptions.
- **Dietary Needs:** Students with specific dietary requirements (e.g., allergies, gluten-free, vegan, etc.) may also bring appropriate food or drink. Requests for such accommodations should be submitted in advance to the exams team, and staff will work with the student to ensure that all requirements are met.

2. Roles and Responsibilities

The role of the exams office/officer

- Through briefings, ensure candidates are aware of the regulations, and centre-specific arrangements, relating to food and drink in the examination room
- Ensure invigilators are trained and aware of the regulations/centre-specific arrangements relating to food and drink in the examination room
- Escalate any issue or breach of centre-specific arrangements to the relevant senior leader for the application of internal sanction(s)
- Escalate any breach of JCQ regulations immediately to the head of centre (a breach of the regulations constitutes suspected or actual malpractice)

Additional responsibilities:

Not applicable.

The role of the invigilator

- Be vigilant in the examination room and remain aware of incidents or emerging situations, looking out for malpractice (ICE 20.2)
- Record what has happened and actions taken on the exam room incident log in relation to any breach of regulations/centre-specific arrangements regarding food and drink in the examination room

Additional responsibilities:

Not applicable.

The role of the head of centre

- Report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination (ICE 24.3)

Additional responsibilities:

Not applicable.