



2022  
2023

Policy adopted: 1<sup>st</sup> September 2022  
Last review date: 1<sup>st</sup> September 2022

Signed by: Mrs K. Phillips  
Position: Senior Deputy Headteacher

A handwritten signature in black ink, reading 'K. Phillips'.

# Exam Contingency Plan



Saint John Henry

# Newman Catholic College

**LOVE** ONE ANOTHER

**FAITH** IN OUR COMMUNITY

**COURAGE** TO DO THE RIGHT THING

**VOCATION** TO MAKE A POSITIVE CONTRIBUTION

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE**

“We strive to have the courage to celebrate and live our Christian Faith, in love and service to all others, to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

## Contents

The purpose of the contingency plan: .....	4
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## The purpose of the contingency plan:

This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process at Saint John Henry Newman Catholic College. By outlining the actions/procedures which need to be followed, in the case of disruption, it is intended to mitigate the impact these disruptions have on our examination process. This policy will be renewed annually by the Head of Centre, Deputy and Assistant Head teachers responsible for Achievement, Exams Officer and Data Manager.

This plan also confirms Newman Catholic College compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) that the centre has in place:

- a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

Risks and Issues	Possible remedial action			Staff
	Forward planning	Contingency Actions	Location of Info	
<b>Extended absence of the Examinations Officer</b>				
Annual data collection exercise confirming specification of entry with Subject Leaders not carried out	Deadline for completion set as second to last Friday in July.	Print from specification folder from Exams Officer drive and distribute to subject leaders with one-week deadline.	Exams Officer drive	Exams Officer AHT Achievement
Exam's cycle/calendar not planned/finalised – e.g., external exam dates, Controlled Assessment deadlines, BTEC dates, French and Art assessment windows, English speaking and listening, mock exam calendars.	DHT and AHT to finalise when all internal exams are taking place throughout the year.  Exams Officer to provide dates for external exams and deadlines for GCSEs, BTECs and other vocational.  Deadline for completing upcoming years exam calendar and deadlines second to last week of July.	In event of upcoming years exam calendar not finalised, emergency meeting to be held to agree calendar and dates with members of Exams and Achievement teams available.  Exams Officer to provide dates of formal examinations – BTEC and GCSE.  DHT or AHT Achievement to provide dates for remaining internal examinations, e.g. Mocks and Num & Lit assessments	N/A	Exams Officer DHT AHT

Conflicts of Interests – annual exercise to identify any staff who may have a conflict of interest.	Add to the agenda for the annual INSET training day in September.	ALL staff are to complete the electronic form by the deadline provided (end Sept) and responses are to be collated. Any staff who are still yet to complete will be reminded of their obligation.	Shared drive; in achievement folder.	Exams Officer AHT Achievement
Invigilator training not delivered	Exams Officer to update training materials following JQC annual meeting and store in training folder on Exams Officer drive – compiled following Exams Officer training Oct/Nov  JCQ exam guideline book issued to all SLT with changes highlighted by Exams Officer.  Allocate a day for the training to take place in November.	Emergency training day set and delivered if November date missed.  AHT Achievement would deliver the training materials to in Exams Officers absence	Exams Officer drive.  Hard copy of training materials in training folder.	Exams Officer AHT Achievement
Insufficient invigilator recruitment numbers	Invigilator contact list and confirmation of continuation to be collated by Exams Officer – September confirmation of invigilation staffing for upcoming year.  October/November recruitment drive if required.  Administration staff available to invigilate in an emergency identified in Sept – staff would have invigilation training delivered on a Wednesday CPL time.	Second wave of recruitment invigilator recruitment in January/February facilitated by AHT Achievement and HR in Exams Officers absence.  Second/reserve invigilator training day delivered by AHT Achievement in Exams Officers absence.  Emergency internal staff trained in invigilation training using a Wednesday CPD time by AHT Achievement	Exams Officer drive.  Hard copy of training materials in training folder.	Exams Officer AHT Achievement HR
Estimated entries/ intention to enter not submitted	Candidate marksheets generated by Exams Officer.  Subject Leaders sign to sanction entries for mock exams - September  Exams Officer to confirm BTEC and vocational entries – 5 <sup>th</sup> November  Exams Officer to confirm GCSE entries - February	Candidate marksheets can be printed from SIMS exams organiser.  AHT Achievement to make entries on Exam Board platforms in absence of Exams Officer.	Specification sheets In specification folder	Exams Officer AHT Achievement Subject Leaders
Candidates not entered for exams/assessments	Exams Officer to issue Subject Leaders with entry lists – February  Subject Leaders to have confirmed entry lists – February. AHT to sign them off	In the event of missing entries, entry information to be returned to Subject Leaders for immediate confirmation.	Entry sheets are in a folder in the Exams Office.	Exams Officer DHT AHT Achievement Subject Leaders

	<p>once a checking exercise has been completed.</p> <p>Exams Officer to confirm finalised entries with DHT and AHT for cross-check - February</p>	<p>AHT Achievement with admin rights candidate entries needed in Exams Officers absence.</p> <p>April deadline for withdrawals and amendments – fees incurred for late entries up until day of exam.</p>		
Entry deadline missed therefore incurring late fees	<p>See above for late/missed entries.</p> <p>Exams Officer to inform DHT and AHT of Subject Leaders who have missed internal deadline.</p>	<p>DHT and AHT Achievement to chase missed deadlines with Subject Leaders.</p>	See above	<p>Exams Officer</p> <p>DHT</p> <p>AHT Achievement</p> <p>Subject Leaders</p>
<p><u>Pre-exams:</u></p> <p>Timetables, rooming and invigilation not arranged</p> <p>Pupils not briefed for exams and Awarding Body regulations</p> <p>Exam/assessment data not stored securely</p> <p>Assessment marks not submitted to the relevant board/moderator</p>	<p>Mid-October Exams Officer deadline for confirming logistics for January/February vocational series.</p> <p>April deadline for confirming logistics for summer exam series.</p> <p>Pupils Handbooks issued to pupils Y10 and Y11 by end of October.</p> <p>Year 10 11 assembly in advance of all internal exams and issue of booklet delivered by AHT Achievement</p> <p>Exams Officer to confirm secure storage of exam materials - September</p> <p>mock exam materials stored in lockers outside official exams cupboard.</p> <p>QN to confirm submission of marks with Exams Officer by internal deadlines in advance of January and May entries.</p> <p>Confirm with Subject Leader, Exams Officer, QN, DHT and AHT that marks are submitted.</p>	<p>Staff handbook issued to all teaching staff – rules, regulations by end of September</p> <p>All key dates to be included in a staff handbook issued to all staff.</p> <p>AHT Achievement be required to carry out logistics of timetables, rooming's, invigilators etc. in Exams Officer absence.</p> <p>AHT for Achievement with admin rights for candidate entries required in Exams Officers absence.</p>	<p>Invigilation timetable in folder.</p> <p>Hard copy in exam folder</p> <p>Keys for secure storage in key safe accessed by Exams Officer and AHT.</p> <p>Staff Handbook</p>	<p>Exams Officer</p> <p>DHT</p> <p>AHT Achievement</p> <p>QN</p>

<p><u>Exam Time:</u> Exams not taken in line with current regulations</p> <p>Any necessary reports/requests not submitted to Awarding Body e.g., late arrival or Special Consideration</p> <p>Completed scripts not dispatched to Awarding Body</p> <p>EO not available on Exams Days</p>	<p>All staff to be made aware of all examination rules at start of year.</p> <p>Staff handbook to identify all key areas – all staff to receive a copy and sign acknowledging receipt.</p> <p>Briefing session for all staff in relation to Access Arrangements and the allocation of.</p> <p>AHT to be aware how to process these if needed.</p> <p>Reception have Parcel Force contact details 0344 800 4466</p> <p>Link in with another local school who will be able to support (Radclyffe)</p>	<p>Head of Centre notified of breach in current regulations.</p> <p>Delivered by SENCO at start of each new academic year following JCQ updates.</p> <p>AHT to be trained to submit these prior to any examination series.</p> <p>Parcel Force contact details held at reception + facility to store securely</p> <p>EO at Radclyffe School (Gillian Barker)</p>	<p>Spare keys for secure storage in key safe</p> <p>Guidelines in all exam trays and JCQ documents</p> <p>Reception have contact number</p> <p>Gillian Barker number: 0161 622 6300</p>	<p>Exams Officer AHT Achievement Exams Support</p> <p>Exams Office SENCO</p> <p>Exams Officer/Denis Maxwell</p> <p>Kirstie Siddall/Kayleigh MacDonald</p>
<p><u>Results:</u> Unable to access examination results preventing distribution to pupils</p> <p>Unable to facilitate post-results services</p>	<p>Results marksheets set up – end of July</p> <p>Collate all BTEC results before we finish for summer. QN to collate in Exams Officers absence.</p> <p>Exams officer to collate all required information for IT department in advance of results email.</p>	<p>Data Officer to download in Exam Officers absence.</p> <p>Check connection with A2C on exams officers' computer.</p> <p>AHT and Data officer to facilitate results email with IT department in absence of Exams Officer.</p>	<p>All in relevant folders on desk</p> <p>Post results booklet – EARS folder</p>	<p>Exams Officer DHT AHT Achievement QN Data Team S. Morning &amp; I. Worsley</p>



Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Extended absence of the SENCO during the examination process</b>				
<u>Planning:</u> Candidates not tested to identify possible Access Arrangements  No evidence to support the application  Deadline for all applications to be set internally for 1 <sup>st</sup> November; info to be shared with all staff.	All pupils are tested using the EXACT testing package at the start of year 7 – to begin in September.  Analyse data from primary schools and test pupils as soon as possible – P. Collinge responsible  P. Collinge updates SIMs register with access codes  P. Collinge to collate evidence from Subject Leader/ teaching staff	SENCO to liaise with staff regarding process of obtaining evidence.  P. Collinge to facilitate access arrangement tests for pupils not already carried out.  Staff to use any internal assessments or mocks as evidence to support an application.  EO to liaise with SENCO in the preparation stages of all exam sessions to confirm all details are correct.	Access Arrangements folders and applications are in secure storeroom.	Exams Officer P. Collinge         Exams Officer P. Collinge
<u>Pre-Exams:</u> Approval not applied for with Awarding Bodies  Modified Papers not applied for in line with deadlines  LSA's not allocated or trained appropriately	Exams Officer confirms exam specifications with Subject Leaders - July  Identify in September who will be eligible and monitor – deadline for confirming February  All LSAs trained annually by Exams Officer as part of the invigilation training and LSA's timetabled in advance of exams.	Submit late application to Awarding Body.  Exams Officer prints own copy or places emergency request with board.  Exams Officer provides materials and can be delivered by P. Collinge if needed.	Arrangements folder in secure storage with evidence  Hard copy of allocated LSA's in exam folder	Exams Officer S. Foy       Exams Officer P. Collinge
<u>Exam Time:</u> LSA support not arranged for those who need it (Reader/ Scribe)	All arrangements identified and put in place in advance of exams. EO to liaise with SENCO as soon as exam dates have been identified/agreed	LSA/ invigilator who has received training to cover.  Invigilators are also trained on rules/ regulations for facilitating Access Arrangements	LSA support = list in exam folder.	Exams Office S. Foy



Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		
<b>Extended absence of teaching staff during the examination process</b>				
<p>Early/Estimated Entry information not provided to the Examinations Officer on time, therefore pre-release information not received</p> <p>Final Entry information not provided to the Examinations Officer on time, resulting in:</p> <ul style="list-style-type: none"> <li>- Pupils not being entered</li> <li>- Late fees being incurred</li> </ul>	<p>Entry marksheets issued by Exams Officer to Subject Leaders and deadline - July</p> <p>In the absence of Subject Leader, Second in Dept to sign off. In the absence of a Second in Dept sign off from AHT line manager with support from subject staff.</p> <p>All entry deadlines circulated to staff at start of academic year via staff handbook</p> <p>Pupils issued with statement of entry – February/March</p>	<p>April deadline for amendments – entry information chased by Exams Officer or AHT Achievement if needed.</p> <p>Late entry fee up to the day of the exam</p>	<p>Specification sheets – folder in the Exam Office</p> <p>All entry lists in relevant folder on my desk.</p>	<p>Exams Officer</p> <p>AHT Achievement</p> <p>Subject Leaders</p>
<p>Assessment marks/Sample requests not provided to meet submission deadlines</p> <p>(includes Speaking &amp; Listening, Language Oral Exams, Art &amp; Design)</p>	<p>All submission deadlines circulated to staff and Heads of Department at start of year via staff handbook.</p> <p>Internal deadlines set to allow time to deal with any issues that may arise</p> <p>QN confirm submissions with Exams Officer.</p>	<p>Contact exam board to inform of missed entry.</p>	<p>Copies of all Assessment marks are stored centrally (electronically) within department so other staff can support if needed.</p>	<p>Exams Officer</p> <p>QN</p> <p>Subject Leaders</p>

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		
<b>Invigilators – lack of trained staff or absences</b>				
Failure to recruit and train See above	Invigilator needs identified dependent on the specification info - July  Annual training for all existing staff and training/inductions for new staff External Staff and agency employees are used to	See above on failure to recruit in Exams Officers absence.	Invigilator list in folder in Office	Exams Office AHT Achievement
Shortage on busy exam days	One extra invigilator always timetabled to cover any absence  Invigilation staffing of exams confirmed - April  Support staff to partake in invigilation training to be able to cover for absence in the event needed	Trained staff used to cover invigilation in event of absence.	Invigilation staff timetable – Exams Officer drive	Exams Officer
Absence on exam days	See above on shortage.	See above	Invigilator contact details in folder	Exams Office

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Examination Rooms – lack of rooms and changes at short notice</b>				
Unable to locate sufficient rooms during exams season	Standard Examination Rooms are identified and used throughout all exam seasons.  All rooms are booked ASAP with Cover Supervisor who will also arrange additional rooms if needed	Follow contingency with Radclyffe School. Re-room to suitable location within College.  Isolation of students in order to undertake back-to-back exam session.	Rooms used are identified in exams timetable	Exams Officer Cover Supervisor
Insufficient rooms available on busy days	All rooms booked in advance.	Liaise with Cover Supervisor and AHT Achievement as soon as entry info has been received to have booked suitable locations.	Rooms used listed in exam folder	Exams Officer AHT Achievement Cover Supervisor
Main rooms become unavailable at exam time	All Exam Rooms checked daily to identify any problems e.g., leaks etc.  Agreement made that The Radclyffe School will allow us full use of their facilities AFTER they have completed their exams – isolate pupils until this time.	Liaise with site staff to manage the relocation to another room/site as necessary.  Inform Radclyffe School as soon as we can if we need to relocate. SLT to support with the isolation/Transportation of pupils as necessary.	Cover Supervisor with room bookings.  Exam Timetable  Exams Officer to ring Radclyffe ASAP  0161 622 6300	Exams Officer DHT AHT Achievement Cover Supervisor

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Failure of IT Systems / Cyber-attack</b>				
Where a cyber-attack may compromise any aspect of delivery	Take precautions by making sure our back up plan is in place for key services and data – e.g. change all passwords and keep offline copies of essential data. The NCSC's free <a href="#">Web Check</a> and <a href="#">Mail Check</a> services can help protect schools from cyber-attacks. Two NCSC cyber security services, which are already helping thousands of organisations to protect their websites and email servers from cyber-attacks, are now available to <b>all UK schools</b> .	Contact the Data Officer, I.T. and inform the LA, DfE and JCQ if applicable.	N/A	Network Manager Data Officer
MIS system failure at final entry deadline	All entries submitted in advance of the deadline to allow for any issues to be resolved should they arise  Internal deadline for all staff to return entries to Examinations Officer to be submitted <b>BEFORE</b> official deadline	Contact exam board and enter via website or as instructed.	Exam Board contacts details in contingency folder	Exams Officer Network Manager
MIS system failure during exams preparation	Prepare in advance and leave time to deal with any issues should they arise	Contact system provider ASAP.	N/A	Exams Officer Network Manager
MIS system failure at results release time	Check the A2C system in advance of results day to ensure all is in order  Results imported at earliest opportunity to allow for any issues to be addressed – does this mean on the Wed?  Agreement with Radclyffe School to use their facilities if needed	Contact exam boards to obtain results via different platform	N/A	Exams Officer Network Manager Data Officer  EO at Radclyffe

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		

Centre closed for extended period – disruption to teaching				
Candidates unable to attend during normal teaching/study time	<p>Y11 to be prioritised for remaining in the building in case of a partial closure.</p> <p>Microsoft Teams current platform established for online remote study.</p> <p>Alternative teaching arrangements would be explored, e.g., portacabins and off-site provision.</p> <p>Online school created to support remote learning.</p>	<p>AHT to established home learning calendar and protocols and MST arrangements with IT department.</p> <p>Remote learning protocols initiated for the online school and information shared with all teaching staff as necessary.</p>	N/A	<p>AHT IT Department</p> <p>IT Department</p>

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Centre closed during exam period</b>				
Centre unable to open during scheduled exam periods, e.g., fire, un-safe building or damage etc.	An alternative location to be identified should the need arise – link in with Radclyffe School – already established.	<p>Relevant Examination boards to be informed immediately and if possible, lists of alternative venues provided.</p> <p>Alternative location to be booked/confirmed and communicated to pupils/parents immediately.</p> <p>Deploy SLT and invigilation staff to alternative venue</p> <p>Open site for examinations and examination candidates only, if possible</p> <p>Apply to awarding bodies for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	<p>Contact details in contingency folder</p> <p><b>AQA – 0800 197 7162</b></p> <p><b>OCR – 01223 553998</b></p> <p><b>Pearson Edexcel</b></p> <p><b>0344 463 2535</b></p> <p><b>Eduqas/ WJEC</b></p> <p><b>029 2026 5077</b></p>	<p>Exams Officer</p> <p>Head of Centre</p> <p>DHT</p> <p>AHT Achievement</p> <p>SLT</p> <p>EO Radclyffe (Gillian)</p> <p>Cover Supervisor</p>

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Unable to take examinations due to crisis – Centre remains open</b>				
Candidates unable to attend and take examinations as normal	<p>Information provided in Pupil Handbook at the start of academic year which includes exams officer contact details and explains what a candidate should do in result of exam absence.</p> <p>If notified in advance timetable invigilation to take place at alternative location, e.g., hospital, if possible (provide letter with specific details).</p>	<p>Arrange isolation room for candidate in College if required.</p> <p>Communicate with relevant awarding bodies at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue</p> <p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding bodies.</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.</p>	Pupil-hand book in contingency folder	Exams Officer
In the event of a Pandemic e.g., COVID	<p>Teaching staff to follow JCQ/DfE guidance relating to TAG's (teacher assessed grades)</p> <p>Additional MOCK examinations and in-class assessment to take place to support the TAG process if needed.</p>	<p>All updates shared with teaching staff as part of CPD sessions.</p> <p>Correspondence shared with parents/students when released.</p> <p>Timetabled additional sessions for Year 11 mocks</p>	TAG information saved on staff O: Drive	Deputy Headteacher AHT Exams Officer

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Disruption to the dispatch of completed examination scripts</b>				
Delay in the arrangements for sending completed scripts	All scripts to be stored securely at all times in Exam cupboard.  Reception to be aware of Parcel Force contact information 0344 800 4466	Exams Officer contacts Parcel to inform of failed collection.  Reception to inform Exams Officer of failed collection.  Exam Scripts returned to secure storage	Parcel Force details at Reception	Exams Officer Reception staff
Exam papers not received from awarding body	Exams officer to contact exam board ASAP.	Communicate with awarding bodies to organise alternative delivery of papers.  Arrange with exam boards for alternative means of receiving papers, e.g., electronically to print internally or alternative courier.	N/A	Exams Officer



Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Assessment Data not available to be marked</b>				
Damage, destruction, or loss affecting completed examination scripts/ controlled assessments before it can be marked	All staff to be aware be made aware by Exams Officer of the procedure regarding the secure storage of examination data.  Information provided to all staff in the staff Handbook issued at the start of the academic year.  Work stored securely by Departments in a secure area – then stored centrally.  QN to confirm that coursework when complete and signed off is stored in exams secure storage area.	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers.	Contact numbers in Contingency folder	Exams Officer QN Subject Leaders



Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<b>Unable to distribute results on results day</b>				
Unable to access/manage the distribution of results to candidates	Data Officer can download results Exams Officer, Data Team, DHT, AHT and other supporting staff timetabled for working the Wed and Thursday results.  Data Team able to facilitate results distribution once results have been securely obtained.	Agreement made with Gillian at Radclyffe – use of IT facilities/printing etc.  AHT Achievement to communicate with Awarding Bodies regards results download in Exams Officers absence.	Exam board info in contingency folder  Number for Radclyffe school 0161 622 6300	Exams Officer DHT AHT Achievement Data Team IT Department
Unable to facilitate a physical results day	Process in place for the remote distribution of results via a secure email system. Testing carried out to ensure it is effective.	Results to be distributed to candidates by secure email issued to College email account with IT department facilitation.		
Unable to facilitate post results services	Exams Officer, Data Team, DHT, AHT and other supporting staff timetabled for working the Thursday results day for support via email and phone.  Online query form for collation queries or requests for support, remarks and scripts so that these can be processed remotely from a different location.  All information of support, e.g. next steps etc. to be collated and placed on College website in advance of results day for access.	(Enquiries about Results)  EARs Information to all staff in advance of results day. SLT to have log-in details for relevant sites.  AHT Achievement would facilitate post-results service, e.g. remark requests, in Exams Officers absence.	N/A	Exams Officer DHT AHT Achievement Data Team IT Department

Risks and Issues	Possible remedial action	Location of Info	Staff
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	Forward planning	Action		
<b>Damage to the secure area</b>				
Flooding/Fire etc. affecting the secure storage area	Planned Preventative Maintenance Schedule operated by Engie on behalf of Amber – this is ongoing.  Annual fire risk assessment carried out February 2022 – next due February 2023.	Contact relevant examination board ASAP to arrange for alternative method of delivery/replacement if required.	Contact numbers in Contingency Folder on my desk	Exams Officer AHT Achievement H. McCardle

<b><u>Signed by Head of Centre:</u></b>		<b><u>Date:</u></b> 17.09.22
<b><u>Signed by Examinations Officer:</u></b>		<b><u>Date:</u></b> 17.09.22

*Renewal Date: September 2023*



Saint John Henry Newman Catholic College

Off Canon Dolan Way,

Chadderton OL9 9QY,

Telephone 0161 785 8858