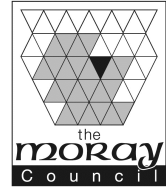




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Head Teacher: Mrs Carol Stuart, BA MEd



Your Ref:

Our Ref: CS/SH

12th April 2016

Dear Parent/Carer

SQA Examinations Study Leave for S4-S6

The last normal school day for S4, S5 and S6 pupils is Thursday 28th April. The SQA exam diet begins on Wednesday 4th May with N5 Lifeskills Maths. Not all S4 pupils will receive Study Leave and a further letter will be issued to your son/daughter next week should they have fewer than 3 National 5 exams to sit or no exams at all.

The return date for S4 pupils going into S5 and for S5 pupils going into S6 is Monday 6th June at 8.45 am. All returning pupils should report to Registration classes as normal.

During the exam diet:

- All candidates should arrive in good time for their examinations. The Chief Invigilator opens the exam hall doors ten minutes before an exam is due to begin.
- Normal school dress should be worn.
- Any candidate who is ill or injured should inform Mrs Smith via the school office immediately so that alternative arrangements can be made with the Scottish Qualifications Authority (SQA). A medical certificate will be required for anyone unable to attend due to a medical condition. Please note some Health Centres may charge for this.
- The instructions given to pupils by exam invigilators must be followed. Any misdemeanour in exam rooms will be reported directly to the SQA. Mobile 'phones, MP3 players, ipods or any electronic instruments (apart from approved calculators) should not be taken into the exam rooms. Please note, calculators which have a computer algebra system (CAS) with the capacity to store data or text are not allowed to be used.
- All leavers should report to school the day after their last exam in order to return books and have their leaver's form completed.
- Study leave should not be treated as a holiday and pupils should use their time effectively to prepare for their examinations.
- Any pupil who is unable to study at home, for whatever reason, is welcome to study in school.

If any parent/carers requires further information please contact Mrs A Smith (Depute Head Teacher). We wish all pupils the best of luck at this important time.

Yours sincerely

CAROL STUART
Head Teacher