



CAROL STUART, BA MED
Head Teacher

Burdsyard Road
Forres
IV36 2JT
Tel: 01309 672271
Email: admin.forresacad@moray-edunet.gov.uk
www.forresacademy.org.uk



Ref: CS/SH

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Dear Parent/Carer

SQA Examinations Study Leave for S4-S6

The last normal school day for S4, S5 and S6 pupils is Thursday 27th April. The SQA exam diet begins on Tuesday 2nd May with Higher Philosophy. Not all S4 pupils will receive Study Leave and a further letter will be issued to your son/daughter after the Easter break should they have no exams to sit at all.

The return date for S4 pupils going into S5 and for S5 pupils going into S6 is Friday 2nd June. New S5 students should report to registration classes as normal at 8.45 am. New S6 should report to the school canteen at 1.40 pm.

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/carer 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