



December 2019

Portlethen Academy
Bruntland Road
Portlethen
Aberdeen AB12 4QL
Telephone 01224 782174
Fax 01224 782076
portlethen.aca@aberdeenshire.gov.uk
www.portlethenacademy.aberdeenshire.sch.uk

Dear Parent / Carer,

Prelim Examinations 2020

The timetable for this session's prelim examination diet has been published today with a copy being sent home with your child / ward. The information has also been added to the school website under the 'useful links for parents' section.

The prelim examination diet will run from Monday January 13th 2020 until Friday January 24th 2020 inclusive. The main examination diet in the summer term, which will last twenty eight school days spread across April, May and June 2020, has been condensed into nine days for this prelim diet with the final day being set aside for any catch up examinations or for pupils who have a clash of examinations.

As a result of this, there may be occasions where your child / ward will be expected to sit more than one examination in a day.

Pupils who have a clash of examinations should have received information regarding which examination they will be expected to sit on Friday 24th January. If, however, this hasn't been communicated to your child / ward, please ask them to come and see me at their earliest convenience so this can be rectified.

As explained in the prelim timetable, pupils who are studying Music will have their practical examinations organised by their music teacher during the prelim diet at a time which doesn't clash with their other examinations. Further to this, pupils who are sitting National 5 Hospitality will be informed by their teacher which of the three days they are to sit the examination to avoid it clashing with their other examinations.

Your child / ward will be allocated study leave during the prelim examination diet and it is essential that they make maximum use of the time allocated to them. Should your child / ward wish to come into school to study during study leave, supervised classes will be allocated to allow them to do so.

Given the importance of the prelim examinations, it would also be advisable to encourage your child / ward to spend some of the festive period revising and working their way through past paper questions to ensure that they are as prepared as possible.

To support with this, pupils can access revision materials from the pupil area of the school website under the 'Home learning and pupil revision' section. They should also have access to a paper copy of the study skills booklet which was sent home earlier this session.

For pupils who are studying at National 3 or National 4 level, support sessions have been organised for all subjects and we would encourage pupils to sign up and attend the sessions which are designed to consolidate their learning.

Pupils who currently attend North East of Scotland College are expected to attend classes as normal during the prelim diet provided that they don't have an examination to sit. If an examination clashes with a College class, it is important that the school is made aware in order for this to be communicated to the College.

With regards to the practicalities surrounding the examinations, all pupils, for health and safety reasons, must wear full school uniform if they are coming in to school during the prelim exam diet, whether it is to sit an examination, study or drop in to seek support from a teacher.

If your child / ward is ill on the day of an on the day of one of their examinations, please contact either myself or their guidance teacher to allow us to look into rearranging the missed examination.

Finally, as with the final examinations, we would not permit entry to an examination if they arrive more than 30 minutes late for an examination.

Regards,



Craig Cowie

Depute Head Teacher