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Dear Parent / Carer

SQA Exam Arrangements, 2019

As previously intimated the last day of teaching for our S4, S5 and S6 pupils is Wednesday 24 April, with Study Leave commencing on Thursday 25 April.

We have been impressed with the attitude and application of many pupils this session and look forward to them doing their very best in the exams. We have discussed the various procedural aspects of the exams with all pupils, however I have covered many of these below for your information and so that you can support your son/daughter at this important time. We ask that you discuss the contents of the letter with your child so that they are clear on all aspects of the exams.

Individual Pupil Exam Timetables

All pupils have been issued with individual exam timetables and we would recommend that you familiarise yourself with the dates and times. Although the SQA website lists times it is crucial to note that we may have to adapt some of these to fit with our school day, and some pupils with Alternative Assessment Arrangements may have different timings or different locations. Pupils with such arrangements have received personalised timetables from Mrs Mackenzie (Principal Teacher, Additional Support for Learning) and must work to these. If you have any queries regarding timetables please contact the school office who will direct you to the relevant person.

Conduct

Our pupils showed great maturity during the prelims and conducted themselves well. We are confident that they will continue this through the exams. In the unlikely event of there being poor conduct we will follow the school's disciplinary procedures. Poor conduct in an exam could result in a pupil's exam being invalid and them having to sit remaining exams at another school.

Uniform

Throughout the exam diet pupils must wear school uniform both when they attend exams and if they visit school to study or to see staff. This is for Health and Safety purposes as young people come and go at different times in the exam period and uniform means we can differentiate our pupils from members of the public. It is also important that young people continue with the routines that they associate with school and study and uniform is a key part of being in this frame of mind.

Study Arrangements

Effective use of Study leave is crucial to exam success. During Study Leave, pupils wishing to remain in school outwith their scheduled examinations will be supervised in designated Study Rooms. If pupils wish to consult with teachers, this will be possible and is best done through prior arrangement as staff will have teaching and development commitments. The school office can facilitate any arrangements. Whether studying in school or visiting a member of staff pupils will be required to sign in and out of the building for security and Health and Safety.

If you require this document in a larger font please contact the above address

Ill Health

In the event of ill health it is essential that parents/carers make contact with the school **through the office** and we will advise you on the necessary steps. Please do this at the earliest possible opportunity.

Lateness

Unfortunately there is little we can do if pupils are late for exams and we always advise that young people arrive well in advance of the exam start time. In the event of unavoidable lateness please contact the school office.

Phones/bags etc.

We recommend that pupils do not bring mobile phones or other devices to school, and especially during the exam period. If they do bring mobile phones, these **must be switched off** and handed in to the exam invigilators, and if this is not done a pupil's exam can be invalidated. Pupils should take bags and outdoor clothing into the exam room and leave them at the front rather than leave them around the school. If phones are in bags they must be switched off.

Pupils who are leaving school

Some pupils will be considering leaving at this time and the school regularly receives information about job opportunities. During study leave however, the normal means of communication are not available. Pupils are therefore encouraged to regularly review the Careers Noticeboard, which is located outside the Theatre, and see Guidance staff if they need further information.

All leavers should see their Guidance Teacher who will ensure they have a Leaver's Form.

Pupils who are in S4 and who have a limited number of External Exams

Some pupils who have limited or no formal exams may be contacted to come in to school and complete assessment work.

New S5/6 Return to School following Study Leave

Our new timetable starts on Monday 3 June and Mr Cowie aims to distribute timetables on Wednesday 29 May. He will be in touch with details of this process by email and/or text nearer the time.

Last Day of Timetable

Our last day of Senior timetable is Wednesday 24 April, for all of S6 and some other pupils it will be their last formal day of school. This is a normal school day with exam work being covered and it is essential that it be treated as such as with our usual expectations of behaviour applying. Our pupils have generally been very responsible and our expectation is that they are in all timetabled classes and working throughout the day. They are welcome to wear leaver's hoodies and we understand that they will wish to celebrate the day but this must be done without any disruption to the work of the school and its pupils or staff. If they wish to celebrate their last formal day of school they have ample opportunity after school closes at 3.30pm. The school's normal procedures will be followed if any pupils are unable to meet the school's expectations. In instances of disruption, damage or inappropriate behaviour this could mean that a pupil would only be allowed in the building by appointment, have to sit exams separately or at another school and/or they may not be able to attend the Prom. The Police would also be involved. We would not wish any of these for a pupil and we would ask that you reinforce the need for responsible behaviour.

If you have any queries regarding any of the above or any other aspect of the exams please do not hesitate to contact the school office who will direct you to the appropriate person.

Lastly, I would like to take this opportunity to wish your son/daughter well in the examinations

Yours sincerely



Neil Morrison
Head Teacher

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