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March 2017

Dear Parent/Carer

SQA EXAMINATIONS AND STUDY LEAVE 2017

As you know, your son/daughter will be sitting SQA examinations next term between 2 May and 26 May. There are a select few who have examinations in the following week as well. To help students achieve their best in these examinations, we have always provided them with study leave during which time they have to attend school only when they have examinations. Almost all students in S4, 5 & 6 will be given study leave but we have made this as short as we can to allow learning in new courses to begin as early as possible after most examinations have finished.

You can access the SQA timetable by searching for 'SQA Exam Diet 2017'. Your son/daughter will be given a personalised timetable nearer the time.

Some students will not be eligible for study leave because they do not have any exams (or they have only one or two). An alternative programme will be provided for them. Further details will follow for those students affected.

Before study leave begins, all students must attend school as normal: a great deal of important preparation for examinations is done during this period and students who do not attend would be severely disadvantaged. At the same time, it is important, when study leave ends, that all students return to school on Tuesday 30 May at the change of timetable for their new courses to start. Those who are leaving school after the last examination should obtain a leaving form from the office and get all their teachers to sign it, having first returned all books in their possession

The study leave dates are as follows:

<i>First day of study leave for S4,5 and 6</i>	<i>Friday 28 April</i>
<i>Last day of study leave for all</i>	<i>Friday 26 May</i>
<i>Return to school for all</i>	<i>Tuesday 30 May</i>

The purpose of study leave is to provide each student with the opportunity to be **thoroughly prepared** for sitting the final examination in each of his/her subjects.

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Your son/daughter can make the most of this time by planning a revision timetable and then putting it into action. If such a timetable has not yet been drawn up, it should be done now. **Study Zone will run after the Easter break for two weeks after school from Monday to Thursday until study leave begins.** This will help your son/ daughter get into good study habits in good time – and not just at the last minute. Before study leave begins, your son/daughter should make sure that he/she has everything required for revising each subject.

During study leave, some students will prefer to work quietly and productively without distractions at home. Other students will prefer to attend school when they do not have examinations because there will be fewer distractions in classrooms or because they need help with a particular subject.

All teachers will be working in school as normal and will be willing to help your son/daughter during normal timetabled periods. Please encourage your son/daughter to take advantage of this opportunity for help.

Throughout the period of study leave, the school library will be available but because space is limited, I am obliged to limit admission to those students who are prepared to use the library for silent study only.

When students do come into school to study, we ask them to sign in for reasons of health and safety and to sign out when leaving.

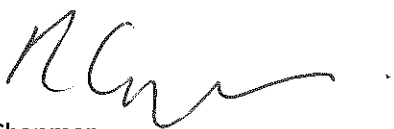
All students who come into school either to study or to sit exams are expected to follow school dress code.

Where students have finished an examination or where an examination is due to start later in the day, I must point out that they should not “hang about” around the school. Whilst the rest of the school continues to work as normal, several choices are open to them:

- They can go to normal timetabled classes where, again, they can get support and where they can revise for other exams;
- They can use the library for silent study;
- They can go home.

In closing, I would like to take this opportunity to wish your son/daughter every success in the forthcoming examinations. Should you require any further information, please do not hesitate to contact the school.

Yours sincerely



R Chapman
Headteacher