



**St Joseph's Academy**

Head Teacher: Mr Joseph Kane

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Ref: SC

Date: 6<sup>th</sup> December 2018

Dear Parent / Carer,

**S4 – S6 Prelim Examinations 2019**

Prelim Examinations will take place for S4 – S6 pupils from **Wednesday 9<sup>th</sup> January** until **Thursday 24<sup>th</sup> January 2019**. Your child has been given a copy of the exam timetable and it is available on the school website ([www.eac.eu/stjosephsac](http://www.eac.eu/stjosephsac)).

Please note the following information:

- As in previous years no study leave will be granted for prelims and pupils are expected to attend all classes when they do not have an exam. When in class, and numbers are depleted due to other exams, pupils can be allowed to study for their other subjects (at the discretion of the class teacher).
- Pupils should wear full school uniform for exams.
- Please support your child by ensuring that he / she is properly prepared for each exam: that they know the times of papers, where they should be, that they have the proper equipment etc. Pupils will remain in the exam hall for the full duration of the exam.
- If in cases of exceptional circumstances outside school, such as bereavement or illness, you feel that your child may be disadvantaged or unable to attend an exam, please contact myself or your child's Pupil Support teacher as soon as possible.

As in previous years, the earliest date a result will be issued to pupils is Friday 25<sup>th</sup> January 2018. The main reasons for this are:

- To allow an appropriate time for marking and department quality assurance procedures.
- To ensure there is no detrimental impact on a young person's wellbeing and performance in a prelim due to them being informed of poor performance in another subject prior to another exam.

A Statement of Results will be issued to all parents / carers following the completion of the prelim exam diet.

May I thank you for your continued support and encourage you to contact me should you have any queries regarding this diet of prelims.

Yours faithfully

A handwritten signature in black ink that reads "Stephen Cowan".

**Stephen Cowan**  
Depute Head Teacher