

**Department of Education**

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Dear Parent/Carer

**S4 Tracking Report/S4 Prelim Examinations**

Today your son/daughter has received his/her S4 Tracking Report. The format is slightly different from previous years and Progress is now graded in line with SQA bands (Working Grade). Bands 1 and 2 are equivalent of an A pass, bands 3 and 4 of a B pass and bands 5 and 6 of a C pass. Band 7 is the equivalent of a D and bands 8 and 9 of a fail. The Working Grade indicates the level at which your son/daughter is currently working. I hope the information contained in the Tracking Report is useful to you and your son/daughter as he/she prepares for forthcoming preliminary exams which start on 5<sup>th</sup> December.

Please note that some subjects do not grade performances: English Access; Personal Finance; Lifeskills (ASDAN). So for Tracking Report purposes in these three subjects only: Working Grade 6 indicates "Currently likely to achieve this level". Working Grade 7 indicates "Currently unlikely to achieve this level".

Your son/daughter has also received a timetable for their prelim examinations. The Scottish Government in its publication 'Included, Engaged and Involved: Attendance in Scottish Schools' has issued guidance on recording school attendance. As a result of this advice all East Renfrewshire secondary schools expect students to attend as normal during Prelim Examinations.

When pupils are not involved in an examination they will, therefore, be expected to be in school and either to follow their normal timetable or participate in school based study arrangements or a combination of both. Arrangements will be shared with pupils by class teachers and at assemblies over the next few weeks.

During the Prelim Examinations any pupil absence will be recorded as 'unauthorised' unless it is for genuine medical reasons. All absences will be followed up as is normal procedure at the school.

In addition I ask you to take note that the provision of study leave for SQA examination diet in May 2012 remains unaffected by the national guidance and will continue as in previous years.

The timetable for the S4 prelim examinations and S4 NAB Schedule that was recently issued to pupils, are both available on the school website.

Yours faithfully

A Lewis  
Depute Head Teacher