

## Education Department

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## Mearns Castle High School

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**Our Ref:** BO'D/IP/AF

**Your Ref:**

**Date:** 31 March 2015

Dear Parent/Carer

### SQA Study Leave for S4 & S5 Pupils

Study leave is about to start for all senior pupils. You are no doubt aware the new N4 National Qualifications, including the Value Added Unit, are all internally assessed and do not therefore require pupils to sit a final exam. Consequently, whilst during the exam diet most pupils need attend only when they have an examination, S4 pupils who are being presented for fewer than five subjects at National 5 will be provided with a bespoke programme for this period. All pupils have been issued with an exam timetable accompanying this letter and should know exactly when they are expected in school. A copy of the full SQA timetable is also available on the school website at <https://blogs.glowscotland.org.uk/er/MearnsCastle/>

If your son/daughter is going to be absent from an exam, it is essential that you phone the school in the morning to let us know. Any such absence will require a medical certificate as soon as possible to let us proceed with the Absent Candidate Procedures.

With the exception of calculators, **the SQA forbids pupils from taking electronic devices including mobile phones into any examination room** and we would therefore advise that during the exam period pupils should not bring phones or other electronic equipment to school at all. If your son/daughter requires to contact you after an exam he/she will be allowed to do so from a school phone.

It is required that all pupils should wear full school uniform to all exams. If pupils have arranged to meet class teachers for study purposes at other times, they must sign in at the school office and wear full school uniform.

The new timetable for the new S5 and S6 year groups will begin on Wednesday 3 June and the work covered will not be repeated in August. It is therefore crucial that pupils attend classes in June.

Any pupil in S4 or S5, who intends leaving school after the exams, must complete a leaver's form and have it signed by their Depute Head Teacher immediately after their last exam.

All pupils must return course books to the appropriate department at the end of each exam. This will ensure that all departments have books to issue at the start of the timetable in June.

**Study Leave Dates:**

<b>Year Group</b>	<b>Last day of school</b>	<b>Study Leave starts</b>	<b>Pupils Return</b>
S4 & S5	Tuesday 28 April	Wednesday 29 April*	Wednesday 3 June

(\*Please note that study leave begins for Drama students on Mon 27 April and for Higher Admin students on Tues 28 April.)

I would like to take this opportunity to wish all students every success in their forthcoming exams.

Yours sincerely

**Bernadette O'Donnell DHT and Ian Phillips DHT (acting)**