

Department of Education

Director: John Wilson BSc (Hons)
Council Offices, 211 Main Street, Barrhead, East Renfrewshire G78 1SY



Williamwood High School

Head Teacher: John Fitzpatrick BSc
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Our Ref:

Your Ref:

Date: 18 March 2013

Dear Parents,

For your information

Please note the points below and support the school in reinforcing this information with your son/daughter.

- SQA examination leave begins on Tuesday 7 May and ends on Tuesday 4 June 2013. During this period students attend school only for their scheduled examinations. If students wish to see their class teachers at any other time, appointments must be made by prior arrangement.
- When attending school during examinations, and at all other times, full school uniform must be worn.
- All students have been issued with a copy of the SQA examination timetable. This is also available on the school website at www.williamwood.e-renfrew.sch.uk
- Students must arrive at least 15 minutes before the start of each examination and register their attendance by ticking the seating arrangement sheets placed outside the examination hall.
- Students must have a note of their SQA candidate number and write this on each of their examination scripts. Students were issued with a card on which they can note this number. Copies of this card are available at the school office.
- All students have been issued with an SQA booklet called "Your Exams 2013." This clearly outlines what may and what must not be taken into the examination hall. Please refer to page 5 in particular which gives advice on mobile phones and other electronic equipment. **Failure to follow these guidelines may lead to the withdrawal of a candidate from all presentations.**
- Students will not be allowed to leave the examination hall until the examination is finished.
- If a candidate feels unwell during an examination, he/she should inform an invigilator immediately. If a candidate is unable to attend an examination due to illness, a telephone message must be left at the school office before the start of the examination and a medical certificate sent to the school within three days. This should be marked "For the attention of Mrs Raeburn".

Additional Information Points

- Any student leaving school must collect a Leaver's Form from the school office and complete it before being removed from the school roll.
- Our new timetable will start on Wednesday 5 June 2013. New S5 and S6 students are asked to report at 8.45am and follow the rooming instructions on the boards located in The Street area. All students sitting examinations after this date must return the day after their examination and report to the appropriate year group deputy headteacher.

The staff of the school wish all our students every success in their examinations.

Yours sincerely

Claire Raeburn
Depute Headteacher