**COMMUNITIES & EDUCATION DIRECTORATE**

**Head of Service (Education): Andrew McClelland**

**Cunninghame House, Irvine KA12 8EE**

**Tel: 01294 310000**

**www.north-ayrshire.gov.uk**

*{Date}*Auchenharvie Academy,

Head Teacher: Calum Johnston BED (Hons)

Saltcoats Rd, Stevenston, KA20 3JW

Telephone: 01294 605156 E-mail: auchenharvie@ea.n-ayrshire.sch.uk

Dear parents/carers,

**SQA Exam Diet 2024**

I hope this letter finds you safe and well. We are fast approaching one of the busiest times in our yearly school calendar with SQA formal examinations starting from Monday 22nd April 2024.

**Easter School**

As in previous sessions, we are keen to maximise our support for our senior pupils, as they prepare for the upcoming SQA examinations. I am delighted to include a copy of our Easter School Programme with this letter for your information. As you will see, it includes a wide range of supported study sessions designed to support our senior pupils in preparation for their final examinations.

We hope you will continue to support us by encouraging your child to attend as many sessions as possible.

**Study leave**

As you have been previously notified, a reminder that the formal examination diet will begin on Monday 22nd April 2024 and this coincides with our study leave commencing. Our senior pupils will be expected to return to school on Tuesday 28th May 2024, with the exception of those who study Art, Sociology or Practical Metalwork, who will be expected to return on Wednesday 29th May 2024.

**Senior phase masterclasses**

During our study leave period, there will be a programme of master classes which all our senior pupils are expected to attend. These sessions are scheduled a few days before the final exams and will provide a final opportunity to revise and ask any questions that pupils may have about particular topics/courses.

The timetable of our Masterclasses Programme for this session is attached in this letter for your information.

**Exceptional circumstances**

As per previous years, The SQA exam exceptional circumstances consideration service is in place to support your child if they are unable to sit an exam. It is applicable in the following scenarios:

* If your child is unable to attend an exam due to unforeseen circumstances, such as a medical condition or bereavement.
* If there has been disruption at your child’s school on the day of the exam, which means the exam cannot take place.

As a school, we will need to submit exceptional circumstances requests to SQA within 10 days of the exam, so it is important that you or your child contacts the school as soon as possible, explaining what has happened. As a result of submitting an exceptional circumstances, we will send your child’s evidence of their assessments to SQA to be reviewed by subject experts, who will judge it against the national standard for that course to determine their grade.

**SQA results**

Your child will receive their results by post on results day, Tuesday 6th August 2024. If they do not receive their certificate on results day, they should contact Auchenharvie Academy the next day, who will be able to tell them their results and will work with SQA to find out what has happened to their certificate. If your child wants to receive their results by text or email, they need to [register online](https://www.sqa.org.uk/sqa/41324.html) for the **MySQA service**. Please note that they will still receive their certificate by post.

**SQA appeals**

As in any year, it is important that there is a process available for learners who want to appeal their SQA results. SQA is yet to publish details of their appeals system for session 2023/2024. We hope to have further information on our return from the Easter break to share with you regarding this.

Finally, may I take this opportunity to express my sincere gratitude to you for all your continued support throughout this school session. I am confident that our pupils’ successes will be duly recognised, and I look forward to sharing with you early in the next session, details on how we plan to celebrate their achievements.

Yours faithfully,

Calum Johnston

***{Name}*

