

Shetland Islands Council

CHILDREN'S SERVICES

Anderson High School
North Loch Drive
Lerwick
Shetland
ZE1 0GR



Head Teacher: Robin Calder

Tel: (01595) 808008

E-mail: ahs@shetland.gov.uk

Website: www.anderson.shetland.sch.uk

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Dear S4 Parent/Carer

S4: SQA Qualifications/Exam Period, April-May 2025

As we work together towards completing the SQA qualifications, please read the following information carefully.

When do the SQA exams take place this year?

Most pupils in S4 will have SQA examinations between Friday 25 April and Friday 30 May 2025. Some pupils will not have any exams but should attend school until all course work is complete.

What about attendance at school?

With only four full class teaching days after the Easter holidays it is vital that everyone in S4 attends school up to and including Friday 25 April. During this time there will be important assemblies with advice and instructions for the SQA exams. Pupils will also be receiving individual exam timetables during this time.

How do pupils complete assessments, prepare for exams and have study leave?

If your child has exams, they are expected to attend class at least until all assessments are complete.

In Shetland, study leave is then available for those who have examinations, where this is the preferred and agreed best means of exam preparation.

Existing pupil timetables continue until the end of May, and pupils in S4, S5 and S6 are encouraged to attend school throughout this period when they require support with their studies.

Some subjects/teachers may organise specific revision days or Teams meetings to support revision. Pupils will hear about these from their teacher if it is appropriate for their subject.

There will be some in school study classes during the Easter break. Information will be sent to parents/carers and pupils by email to confirm the details.

What about National 1 – 4 courses with no examinations?

National 1 – 4 courses do not have exams. It should be noted that pupils may have to attend school during April/May to fully achieve their National courses.

STUDY LEAVE

How do pupils access study leave in S4?

In S4, study leave is only permitted where parents/carers agree that this is the best means to support their child's preparation for examinations. Parents/carers will accept responsibility for their child during the school day when they are not at AHS.

Study leave can only begin when all internal assessments have been completed, and teachers have signed the necessary paperwork. It may be that pupils need to make arrangements to complete any outstanding internal assessments during April/May.

Once all assessments have been completed, and not before Monday 28 April 2025, pupils can sign in and out at the Pupil Support desk when they choose to study in school. Pupils are asked to attend their normal timetabled classes, or to register with another agreed teacher. Pupils should not gather in dining areas.

If you DO NOT wish your child to take Study Leave during the period Monday 28 April to Friday 30 May 2025, please complete and return the attached form to the AHS School Office as soon as possible.

Pupils who are not taking study leave should sign in at the Pupil Support desk at 0850 each day and follow their usual S4 timetable.

What happens if pupils stay in the Halls of Residence?

If you are a halls resident, you can stay in the halls throughout April/May, until the end of your exams and college studies. If you are using the halls, please make sure you plan your stay in advance with the Team.

What are the key dates?

- **Assemblies:** Mr Redman will meet with **S4** on **Wednesday 23 April 2025** to provide important information about the exam arrangements and study leave.
- **SQA Examinations in AHS:** between Friday 25 April and Friday 30 May 2025
- **New timetable for S5/6:** starts Tuesday 03 June 2025.

What happens if a pupils is planning to leave school?

Anyone who is 16 before the end of September, can officially leave school on 31 May 2025. If they reach the age of 16 after September, they cannot leave education until Christmas 2025. No-one can take up employment until they have officially left school.

What else is included with this letter?

I enclose:

1. **"End of Year" form** which everyone should complete before the end of the exam period. The cost of books is now such that it is essential everything is returned for future use. Please ensure that no school books are left at home.
2. Copy of the **SQA Examination Timetable** for your information.
3. **Study Leave slip** for pupils NOT taking study leave.

I appreciate that this is an important time. The school is here to help pupils in any way we can. I wish everyone all the very best for the months ahead.

Yours sincerely

Robin Calder
Head Teacher

Enc: End of Year Form
SQA Timetable
Study Leave slip