

Our Ref. SH/HC
Your Ref.
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March 2017

Education and Children's Services

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Dear Parent/Carer

The 2017 SQA Exam diet begins on Tuesday 2nd May and ends on Friday 2nd June. Pupils in S4, S5 and S6 will have study leave for the duration of the exam period (Tuesday 2nd May to Friday 2nd June inclusive). Pupils in S4 and S5 will return to school on Monday 5th June to begin their new timetable.

During the period of study leave pupils are not required to attend school unless there are outstanding assessments which require to be completed. Notification will be given if your son/daughter is required to attend for this purpose. Pupils are, however, encouraged to make arrangements with their teachers to attend for support with revision during the exam period. Pupils attending school for support **MUST** sign in/out at the School Office. Pupils attending for an exam do not need to sign in/out as attendance is taken in the exam room.

School uniform **must** be worn when pupils are in school for support or to sit an exam.

Pupils must ensure they know their Scottish Candidate Number and have the required equipment for each exam. They must arrive at least 10 minutes prior to the exam start time and ensure they are at the correct examination room. Pupils who attend Torry Academy for any of their courses will sit their exam for that course at Torry. The Shuttle Bus will NOT run as normal and pupils will need to make their own arrangements to ensure they travel to Torry for the exam start time. Pupils attending City Campus schools/college for AH/Higher courses will sit their exams at Kincorth Academy NOT the City Campus school/college they attend.

You **must** notify the school by 8.15 am on the day of the exam if your child is unwell. Any absence from an exam will require a medical certificate from your child's doctor to be submitted. If your child misses an exam they are not permitted to sit the exam at another time.

Pupils have been issued with a general exam timetable and this should be checked carefully. Personal exam timetables will also be issued following the Easter holidays. Please contact me if there are any problems. A copy of the timetable will be placed on the school website. Please note, exam timings may be different from the official SQA timetable. Pupils must attend at the times stated in the School Exam Timetable and their personal timetable. Every effort has been made to ensure exams end to enable pupils to catch the school bus at 3.15 pm. However, this has not always been possible and pupils will need to make their own arrangements to travel home in such circumstances.

Should you require further clarification, please do not hesitate to contact me.

Yours sincerely

Susanne Henderson
Depute Head Teacher