



14<sup>th</sup> March, 2017

**Bell Baxter High School**

Dear Parent,

### **S.Q.A. Examinations S4 Study Leave Arrangements**

During the S.Q.A. examinations pupils are granted Study Leave to allow private study and exam preparation at home. The following dates are the confirmed dates for Study Leave:

- S4 Study Leave begins on **Tuesday 2<sup>nd</sup> May, 2017 (the last date for pupils in school will be Friday 28<sup>th</sup> April, 2017)**. **Monday the 1<sup>st</sup> of May, 2017 is a school holiday.**
- **All year groups return from Study Leave on Tuesday 6<sup>th</sup> June, 2017**
- On return to school from study leave on Tuesday 6<sup>th</sup> June, 2017, pupils will embark upon the curriculum that has been set following the course choice process undertaken in March. **Changes to a learner's curriculum will only be made if necessitated as a result of examination results published in August.**

#### ***Arrangements for Study Leave:***

During Study Leave, pupils in S4 only attend school only when they have an examination to sit. Parents are asked to support pupils in ensuring that Study Leave is spent wisely in the revision and preparation for examinations. "Masterclasses" will run in a number of curriculum areas to support revision. Details will be published on our school website along with details of the Easter Revision Study Support Programme.

Care should be taken to ensure pupils do not miss examinations as these are National Examinations and cannot be re-arranged.

Learners who are being presented at National 4 level do not have external papers to sit in the exam diet. For those learners who are studying in the main National 4 courses (ie 4 or more National 4 courses), arrangements are being made to provide a variety of opportunities to participate in over the Study Leave period. Further details to follow.

#### ***Conduct During Study Leave:***

School security and uniform regulations will operate as normal. Pupils attending school for exam or revision purposes must sign in and out at the school Pupil Reception area and comply with the school dress code and expectations.

2/

***Absence:***

If a pupil is absent on the day of an examination due to **exceptional circumstances**, e.g. illness, it is important that you let the school know straight away. Should the school have evidence of a pupil's attainment, then this evidence will be sent to S.Q.A. A medical certificate covering the day of the examination will be required for absentee consideration and the school is required to submit this to the S.Q.A. **Please forward medical certificates to the school within three days of absence from an examination.**

***Thursday 4<sup>th</sup> May, 2017 (Music Examinations):***

Thursday 4<sup>th</sup> May, 2017 is a school "Closure/In-service Day", however, school remains open for any pupil sitting S.Q.A. examinations. No catering facilities will be available in school on Thursday 4<sup>th</sup> May, 2017.

***Alternative Arrangements:***

If you do not want your son/daughter to participate in Study Leave, arrangements can be made for them to study within school. Should you wish your son/daughter to study in school please notify the school office of this by **Friday 24<sup>th</sup> March 2017** providing the following details: Full name of your child and House eg Joan Miller Bell 4. Normal attendance regulations will apply with the exception of examination days. School uniform would also require to be worn.

May I take this opportunity to wish your son/daughter every success in the forthcoming examination diet.

Yours faithfully,

*K. Manders*

Karen A. Manders,  
Depute Rector.