

# OLDMACHAR ACADEMY

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**MRS J MOHAMED**  
*Head Teacher*

19 April 2016

Our Ref: JMH-JRI 190416  
Your Ref:

Dear Parents,

## **SQA Examination Leave, School Leaving and New Timetable**

We are fast approaching the start of the SQA examinations and I am writing to share some key dates and information for you.

The last timetabled day for pupils in S4 and S5 will be Friday 29 April 2016. Study leave will run from Wednesday 4 May 2016 until Friday 3 June 2016 inclusive.

## **SQA Examination Arrangements**

During the period of the SQA examinations the following rules will operate:

1. On days when pupils are sitting an examination they need attend for the examination only.
2. Pupils who wish to study in school during this period of examination leave should notify Mr McCabe **in advance** so that supervision arrangements can be made. Some subjects are offering timetabled, supervised study and this will be published on the school website in due course.
3. Parents are strongly advised to check that pupils are sure of the days on which their examinations take place and the starting times of each examination. All pupils will be issued with a personal timetable. The timetable is available online: [www.sqa.org.uk](http://www.sqa.org.uk).
4. This year many exams will be run in the neighbouring Jesmond Centre. Each pupil will be allocated a seat number for each examination. Lists of examination rooms and pupils' seat numbers for each examination will be placed on the display noticeboard at the main entrance to the school and also outside the examination room on the day of the examination.
5. Candidates are reminded that no electronic devices are permitted in the exam room. This includes Apple watches/smart watches.
6. **If any pupil is to be absent for any examination, early information of this absence would be greatly appreciated by the school. Contact the School Office by telephone as early as possible on the morning of the examination. Parents should note that absence due to illness requires a medical certificate for the school to forward to the Examination Board.**

## **S4 Pupils not sitting National 5 Examinations**

Alternative arrangements will be made for pupils not sitting exams and details of this will be published shortly.

## **Clothing During Examinations**

As exams are still part of our normal school day, pupils are reminded that **SCHOOL UNIFORM MUST BE WORN** to school during examinations. The examinations are conducted by invigilators appointed by the Scottish Qualifications Authority and pupils should therefore dress accordingly.

Pupils should remember that if they come to school during exam leave to study or prepare for exams they must wear school uniform.

## **Leaving School**

It is particularly important that the regulations about school leaving are known to all concerned. These are as follows:

1. Pupils definitely returning to school next session, and all who are doubtful, must continue at school until the end of term on 1 July 2016.
2. Pupils in S4, who are sixteen years of age on or before 30 September 2016 may leave school on completion of the SQA examinations.
3. **All pupils leaving school must inform their Guidance Teacher, return all school books and complete a Leavers form. This should be done on Wednesday 8 June, Thursday 9 June or Friday 10 June 2016.**
4. S4 pupils whose sixteenth birthday occurs **after** 30 September 2016 **may not leave** school until the next leaving date which is 23 December 2016, unless they are enrolled as a school link student at North East College.
5. Pupils eligible to leave school and who do not return to school to attend classes during June, will have their names removed from the register, as it will be assumed that they have left school.

## **Back to School**

S4 (new S5) pupils must resume their normal school attendance as from **Tuesday 7 June 2016 at 8.40am**. This return of all S4 pupils to classes is important so that arrangements for the new timetable can be explained to them and new classes made up.

S5 (new S6) pupils must return to school on **Tuesday 7 June 2016 at 1.30pm**.

Finally, I give all pupils my best wishes for success in the forthcoming examinations and hope that all of the hard effort by their teachers and themselves will be suitably rewarded by the results they achieve.

If any parent has any query about these arrangements, please do not hesitate to contact Mr McCabe, Depute Headteacher.

Yours faithfully

**Judith Mohamed**  
Head Teacher

GAYLE GORMAN  
DIRECTOR OF EDUCATION AND CHILDREN'S SERVICES

