

18<sup>th</sup> April 2012

Dear Parent/Carer

The SQA exams will commence this year in All Saints with the Standard Grade Art exam on Monday 23<sup>rd</sup> April. S4 learners will finish school on **Wednesday, 25th April** to begin their study leave and prepare for their exams at home.

It is important that this time is used wisely by your child to study and prepare for each of their standard grade exams. Learners should draw up a study plan at home to help them with this. Teachers will also be available in school during S4 subject time to offer support and help prior to exams and if your child requires help then they should make use of this opportunity. **If your child has no exam they should be engaged in study at home.**

Parents are reminded that any learner coming into school **must be in full school uniform and must sign in** at the school office before going up to faculties to speak with teachers. This is compulsory in order to comply with health/safety and fire procedures.

On the days when your son/daughter has an exam they must arrive in school **no less than 20 minutes before the start of the exam and in full school uniform**. Late arrival to school will result in them not being permitted into the examination room, which is at the discretion of the chief invigilator. **Please also note that the use of mobile phones/ipods or any other equipment of this type is completely against SQA regulations and are not permitted in the exam room at all.**

All S4 pupils have now been issued with their own individual SQA timetable highlighting the dates, times and levels of their exams. Please make sure they keep this safe and highlight the start times of all exams to ensure early arrival at school. Learners must also bring their card with their SQA number into school as this is required to be written on each exam script.

Any learner who travels on school transport will be able to travel as usual on the school buses on the days of examinations if required.

If your child is returning to senior school then they must return to school for **S5 induction on Friday 8th June and full timetable will commence on Monday 11<sup>th</sup> June**. If you have any questions regarding any of the above please do not hesitate to contact the school.

Yours sincerely

M Murphy  
Depute Head Teacher