Dear Parent/Carer,

**SQA EXAM LEAVE 2023**

In order to allow pupils and parents to plan ahead in terms of a study timetable, SQA exam leave for this session is outlined via Edinburgh Council guidance below. The main points are laid out below to help make them easier to follow;

**SQA Exam Leave**

* Monday 17th April – all pupils attend their timetabled classes in school
* SQA exams start on Monday 24th April
* The S6 Farewell event is on Fri morning 21st April with S6 exam leave beginning at 11.10am following this event
* For S5 pupils, exam leave will begin on Thursday 20th April at 3.16pm
* For S4 pupils sitting 4 or more Level 5 courses, exam leave will begin on Thursday 20th April at 3.16pm
* For all other S4 pupils, they are entitled to four days exam leave for each exam (ie the day of the exam and the three days prior to it). These pupils are expected to attend school throughout the exam period when not on exam leave. The focus at this time will be finishing off internally assessed qualifications
* Pupils must wear school uniform when entering the building for exams / study / revision to support our security
* The new timetable will start for all pupils on Monday 5th June 2023, updates and details will come during May
* We are working through and finalising our estimate grades to be sent to the SQA, these are based on the evidence we hold for work completed against the course national standards / expectations. These will be emailed to both Pupils and the Family email contact w/c 17th April to keep all parties updated.

**School Leavers S4,5,6**

* All pupils who are leaving school must complete their leavers form (from school office)
* All pupils who are leaving school must save all the work they need to keep to another device and reset their school iPad. They must hand their school iPad, cable and plug in to Ms Smith (Medical Office) on the day of their final exam (or before this if not needed)
* If there is any damage to the iPad or replacement plugs or cables needed, these can be paid for on ParentPay before the device is returned
* If the iPad / cables and any school resources such as text books are not returned, S6 will not be permitted to attend the S6 Prom

For our departing S6, we will hold a coffee morning as per previous years. This allows for our young adults to come together, receive leavers hoodies / yearbook and have a final speech from S6 and from the Head Teacher. It is important this is a celebratory and respectful day where we can reflect on the last 6 years of school. With SQA assessments and the Prom to come in future weeks, it would be disappointing if these were compromised due to poor choices.

**Exam Timetables**

Due to the timing of the Easter break and SQA deadlines, Pupils will receive their exam timetables from their Key Adults w/c 17th April. It is important they check the personal details on these carefully and if their name or address is incorrect, the school office must be informed so records can be updated with the SQA. The name on the timetable is what will appear on their SQA certificate, and the address is where the certificate will be posted to in August. Pupils can plan for their exams now by checking the overall SQA exam diet timetable [Examination timetable 2023 (sqa.org.uk)](https://www.sqa.org.uk/sqa/files_ccc/nq-2023-exam-timetable.pdf). In order to receive their SQA results via text message and email pupils should sign-up via [Home (mysqa.org.uk)](https://www.mysqa.org.uk/cs8/content/secure/my_homepage.jsp). They will still receive their official certificate via post as well as an earlier text and email from My SQA.

As we approach this important time for our senior pupils, I would encourage them to plan their study time carefully, attend all classes and ask questions to help their progress and final steps. Over recent weeks we have seen a positive response from S4,5,6 through Easter revision sign-up, which once again is free to all pupils who have registered. Pupils should check their school emails for details and the deadline to sign-up is 5pm on Monday 27th March.

Finally, thank you to families for playing a key part in helping and supporting your youngsters. I wish all candidates well and hope that they secure the results they hope for.

Yours sincerely

Mike Irving