



# Kirkcudbright Academy

St Mary's Wynd Kirkcudbright Dumfries & Galloway DG6 4JN

Rector D.C.Forbes  
tel. 01557 330440  
fax 01557 332604  
koffice612@ea.dumgal.sch.uk  
www.kirkcudbright.dumgal.sch.uk

20 April 2010

Dear Parent

## Exam Preparation/Induction for current S4/S5 pupils

As the new term gets underway, I am writing to you with information about forthcoming SQA exams and the preparations that we have made for your son/daughter. It is a busy and potentially stressful time for pupils, parents and staff and it is essential that we all work together on this. Our plans are as follows:

- On 22 April, we will tell pupils about final arrangements for SQA exams and issue them with their personalised timetable. This is the only copy of the timetable so we encourage you to ask your son/daughter for it so that you can make a copy and help them to plan their preparation and ensure that they know the exact time, date and location of each exam. Pupils must arrive at least 10 minutes in advance of the start of any exam and bring with them pens/pencil and the card with their Scottish Candidate Number on it.
- S4 and S5 pupils should attend school as normal until Friday 14 May unless they have an exam before that. It is essential that pupils do attend up until this time so that courses and assessments can be finished. We will not sanction additional study leave prior to this time.
- On the day of an exam, pupils do not need to attend classes, either before or after the exam. If it is not possible for them to arrive later/leave school before the end of the school day, then they should attend normal classes. They cannot opt to go to alternative classes or sit around in the dining hall.
- Since exams are part of normal schooling, pupils should wear school uniform during the exam period and they must not bring mobile phones or other electronic gadgets into the exam rooms, even if they are switched off. **Pupils stand to lose a pass in an exam, or indeed in all exams, if they are caught with a mobile phone/electronic gadget.**
- Should a pupil be ill on the day of an exam, we ask that you contact us by phone by 8am at the latest on the actual day of the exam. Thereafter, you should obtain a medical certificate from your doctor and send it to school within 2 days so that this can be forwarded to SQA. Pupils who do not turn up for an exam for which they have been enrolled are regarded as truanting and we will ask you, as parents, to pay the exam fee which is incurred.

All pupils who intend coming back for S5 or S6 should return to school on Monday 7 June, whether or not they have exams after this date. There will be two days of Induction activities as follows:

Date	S5	S6
Monday 7 June	Morning – Police: Safe Driving – Lochside Theatre, Castle Douglas Afternoon – getting ready for S5	Getting ready for S6/Enterprise activities
Tuesday 8 June	Team building - Army	Making the most of S6/career planning

These sessions are not optional: only pupils sitting an exam on any specific day will be allowed to be absent. During this time pupils should attend school as normal and uniform must be worn unless specifically told otherwise.

Pupils should also ensure that they return books to teaching staff after they have sat their exams so that the books can be used next session. Each pupil will be issued with a form, with their name on it, for this purpose on 22 April; it must be retained and handed over during the Induction days before they are issued with a timetable for next session. Replacement forms will have to be printed

individually and will be charged at 50p. The new timetable - and your son/daughter's S5 or S6 - starts on Wednesday 9 June. This gives us over three weeks of study on new courses before we break for the Summer.

Pupils who are not intending to return to school next session will be given a Leaver's Form and they should return books to their teachers prior to seeing Mr Forbes or me for the signing off of the Leavers' Form. Assuming they are of an age to leave school, pupils can leave on 31 May. Pupils who are Christmas leavers and who are continuing their education at college after the holidays must return to school until the end of this session.

### **Changes to subject choices after exam results**

The start of a new session is hectic and it is essential that any changes to subject choices as a consequence of exam results are made before session starts. Pupils will receive their results by post on Thursday 5 August (or by text message/email on Wednesday 4 August if they have registered for this) and they must contact the school office as soon as possible if they need to change a subject or level for next session. They can make an appointment to come into school to discuss this further on 5 August or on another date before the start of the new session on Thursday 26 August. It is too early to give exact dates for these appointments but they will be during the week beginning 16 August. **It will not be possible for pupils to come to school on Thursday 26 August and expect to change subject choices then.**

### **Appeals**

Pupils and parents frequently phone to ask for an appeal to be made when exam results are not as good as anticipated. This is not necessary as our staff submit appeals for any pupil where there is substantial evidence that he/she was expected to perform better, based on prelim results/estimates submitted to SQA prior to the examination diet.

If you have any questions about the exam preparation period, the SQA exams themselves or subjects for next session, do not hesitate to contact me in school. Further information is also available on the SQA website, [www.sqa.org.uk](http://www.sqa.org.uk), and in the documentation which pupils will receive on 29 April. In the meantime, I ask that you acknowledge receipt of this letter, either by returning the attached reply slip, phoning the school office or emailing the school office, [koffice612@ea.dumgal.sch.uk](mailto:koffice612@ea.dumgal.sch.uk).

Yours sincerely

Patricia M Dobson  
Depute Rector

---

### **Exam Preparation/Induction for current S4/S5 pupils**

I acknowledge receipt of this letter for \_\_\_\_\_  
(Please insert the name of your son/daughter.)

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_