



Knox Academy

Head Teacher **Susan Cook** BEd (Hons) MEd SQH

Pencaitland Road
Haddington
East Lothian
EH41 4DT

Tel 01620 823387
knoxacademy@knox.elcschool.org.uk
www.ka-net.org.uk

28th February 2019

Dear Parents/Carers

SQA Examination Arrangements for S5/S6 April to June 2019

As you are no doubt aware our S4, S5 and S6 are soon to embark on the 2019 diet of the national SQA examinations. There follows some information which should assist you in preparing for this.

S5/6 Exam Leave Thursday 25th April – Friday 31st May (inclusive)

It is expected that pupils granted study leave will choose to study at home but facilities for study in school will be available in the Library. Staff can be consulted during normal timetabled periods. Teachers can ask pupils to come into school during this period for revision/teaching purposes. Pupils coming into school to study/see teachers should always be in uniform so they are easily identified by all staff as members of our school.

Please ensure that your child wears school uniform for all exams. Staff need to let pupils in at irregular times of the day; we really need to be able to see at a glance that they belong to Knox Academy. Invigilators also need to be sure that the pupils in front of them are entitled to be there.

The official SQA timetable is now available here https://www.sqa.org.uk/sqa/files_ccc/ExamTimetable2019.pdf Those pupils who have special exam arrangements will also be issued with a personalised timetable by our Support for Learning staff.

Pupils should check the information board in the foyer and outside the exam room for exam times and seating information. Scottish Candidate Numbers (SCN) are also displayed in the foyer and are required for all examinations. **Pupils should arrive at least 10 minutes before the examination is due to start.**

Attention is drawn to the conditions laid down by the Scottish Qualifications Authority as to behaviour during examinations. The invigilators, who are employed by the Scottish Qualifications Authority, have instructions to remove any candidate from the examination who may be causing a problem. This will be stringently applied and will result in any such pupils not gaining the examination qualification.

Absentee Candidates

If you are prevented by illness or any other good reason from sitting the whole or part of an examination this should be reported to Mr Luke (Business Manager and SQA Coordinator) immediately. A medical certificate **must** be provided to support your case and it is essential that it covers the day/s of the examination concerned. This should be passed directly to Mr Luke ASAP.

Return to School

S5 pupils returning to S6 will resume normal attendance on **Monday 3rd June 2019**. It is vital that pupils return to school on this date for the start of their new subjects. The official leaving date for current S6 will be May 31st.

Pupils leaving school in June

Please ensure that Leavers' forms are completed and that **all** books are returned. Leavers' forms will be issued before Easter and must be completed and returned to the school office before leaving school. Would parents/carers of any **S5 pupils** leaving school on 31st May please complete the tear off slip below and return it to the office by **Friday 29th March 2019 at very latest**. This allows us to properly



East Lothian Council

prepare your child for leaving school as we hold assemblies and provide other information/resources to all leavers in S5/6.

Holidays in May:

Pupils are reminded that although there are holidays in May if they have a scheduled examination they must attend it. The holiday dates are as follows:

Monday 6th May
Monday 20th May

All staff and pupils (May Bank Holiday)
Staff in-service and holiday for all pupils
except for those sitting exams in Media,
Dance and Philosophy

Yours faithfully



Ms S Cook
Head Teacher

SCHOOL LEAVERS – Parental Confirmation:

I confirm that my child intends to leave school, as of Friday 31st May 2019:

NAME: _____ in REGISTRATION CLASS: _____

SIGNED: _____ DATE: _____

Please return to the school office by *Friday 29th March 2019*.