

People Directorate

Head Teacher: Elaine Harrigan

Girvan Academy
62 The Avenue
GIRVAN
Ayrshire, KA26 9DW
Tel. 01465 716816



Our Ref: JF/LJ

Your Ref:

Date: 19 March 2019

Dear Parent/Carer

SQA EXAMINATIONS – SESSION 2018/19

The SQA examinations for the session 2018- 2019 will commence on Thursday 25 April 2019. This means that the last day of teaching will be on Wednesday 24 April 2019.

I would ask that parent/carers be aware of the following:

1 STUDY LEAVE

Study leave will commence on Thursday 25 April 2019 until Friday 31 May 2019. The new timetable will begin on Monday 3 June 2019. You will find a copy of the Girvan Academy SQA timetable on our school website.

2 TRANSPORT

During the exam period young people will be able to access school transport as normal. However, please note that some exams extend beyond the normal length of the school day. If your child is unable to access school transport due to the exam they are able to collect a late bus pass from the school office for public transport.

3 SCHOOL MEALS

Some exams take place during lunchtime hours. If your child is entitled to free school meals or wishes to collect lunch before/after the exam they will need to pre-order lunch during the morning interval or the day before. Young people should ensure that they have something to eat prior to exam.

4 ATTENDANCE

Young people must be present 10 minutes before the exam begins. When coming into school during exam leave, all young people must sign in/out at the school office. **School uniform should be worn during exams and also when in school to study.**

Young people who are late may not be able to enter the exam hall and risk not being able to sit the exam. Please contact the school office immediately if you believe your child may be late. SQA exams can only be sat on the designated day and time. Timings and dates of exams cannot be re-arranged. Please ensure your child is on time. Pupils will be able to leave school directly after the exam ends. We will keep a register of which pupils attend the exam but after the exam ends the assumption is parents/carers are aware of their child's plans for the rest of the day.

If your child is ill and cannot attend an exam you should contact the school office immediately. You will need to provide obtain a **medical certificate**, explaining their absence. This letter must be with the school within 5 days of the exam. Please note your child may not gain their qualification if they do not sit the exam.

www.girvanacademy.sayr.sch.uk

5 CONDUCT

Pupils have been well briefed on the conduct expected during their SQA examinations and issued a blue booklet titled "Your exams 2019". If your child behaves in a manner not permitted by the SQA code of conduct (<https://www.sqa.org.uk/sqa/78135.9251.html>) or the school code of conduct they will be removed from the exam and risk not achieving their qualification.

If you have any questions or concerns please contact me on 01465 716816

We wish all our young people the very best in their up-coming examinations

Yours Faithfully

Joanne Frew

Dr Frew
Depute Head