



# Banchory Academy

Schoolhill  
Banchory  
Kincardineshire AB31 5TQ

☎ 01330 823357  
Fax: 01330 825409

[banchory.aca@aberdeenshire.gov.uk](mailto:banchory.aca@aberdeenshire.gov.uk)

[www.banchoryacademy.co.uk](http://www.banchoryacademy.co.uk)

Rector: Judith Wight

28<sup>th</sup> March 2018

## To parents of pupils in S4/S5/S6

Dear Parent/Carer,

### Scottish Qualifications Authority (SQA) Examinations (2018)

As you are aware these very important examinations begin in the near future. To assist our pupils prepare for these examinations, they will be granted a period of study leave and the timetables are appended below.

S4 Study Leave Timetable		
<b>Monday 30<sup>th</sup> April 2018</b> First day of Study Leave	<b>Friday 1<sup>st</sup> June 2018</b> End of SQA Examinations and last day of S4 Study Leave	<b>S4 must</b> return to school as 'New' S5 on <b>Tuesday 5<sup>th</sup> June</b> to undertake Induction Programme at <b>1.55pm</b> in the PFR. (S5 Sports Heats will take place at <b>9.15am</b> at Tillybrake)

S4 pupils who are sitting 2 or fewer National 5 exams will have a programme in school for the study leave period and the information on this will be covered in a separate letter.

S5/6 Study Leave Timetable		
<b>Monday 30<sup>th</sup> April 2018</b> First day of Study Leave	<b>Friday 1<sup>st</sup> June 2018</b> End of SQA Examinations and last day of S5/6 Study Leave	<b>"New" S6 must</b> return to school on <b>Tuesday 5<sup>th</sup> June</b> to undertake Induction Programme at <b>8.55am</b> in the PFR. (S6 Sports Heats will take place <b>2pm</b> at Tillybrake)

Pupils have been provided with a copy of the SQA Your Exams 2018 booklet containing a summary timetable and guidance on exam conduct and receiving results. Parents will find it useful to be aware of the content of this booklet.

In addition to a master copy of all examinations being made available in the school library, copies of pupils' individual examination timetables will be issued the week commencing 16<sup>th</sup> April. It is important that they study them carefully to ensure they are aware of the date, time and venue for each of their examinations. Mrs Moira Paterson, Acting Depute Rector, will deal with any questions arising from the examination timetable.

It is essential that pupils use study leave in a productive manner. Use of the time should be planned and a personal revision calendar prepared to ensure all subjects are thoroughly revised before the date of the examination. Guidance is provided on the SQA website and the school library, website and pupil planners carry a wide range of study skills resources.

Pupils may study at a place of their choice, but pupils wishing to study in school should liaise with Mrs Paterson.

Subject Teachers will be available for consultation should difficulties arise during revision.

Pupils should ensure that they attend examinations with all the necessary equipment such as pens, pencils, calculators etc. They must also report to school in plenty of time for the start of their examination. A minimum of 15 minutes before the starting time is recommended. In the event of an absence from an exam please contact the school as early as possible. Unlike our own exams the SQA do not schedule an alternative exam date for those who are absent from an exam, and we need to make alternative certification arrangements with SQA for an absentee candidate.

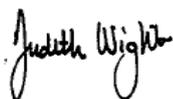
The support of parents is requested to ensure that pupils continue to wear school uniform during the examination period.

**Candidates and parents are reminded that SQA regulations state very firmly that mobile phones, digital audio devices and smart watches are not permitted in examination rooms. These should be left at home on examination days but if your child must bring a mobile phone to school, then it must be switched off and left in a locker. Failure to observe this rule will lead to disqualification from the examination and the possible disqualification from the entire diet of examinations. I would also advise that pupils who use a computer for an examination should not have a pen drive in the exam room.**

**All pupils leaving school on the 31<sup>st</sup> May 2018 leaving date, must return all textbooks and school materials and complete a Leavers' Form during the week beginning Monday 28<sup>th</sup> May 2018. Leavers' Forms are available from Reception.**

Finally, on behalf of the staff I take this opportunity to wish your child every success in their forthcoming SQA examinations.

Yours faithfully,



Judith Wight  
Rector