



PATRICIA GOODBRAND

Head Teacher

Speyside High School

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Website www.speysidehigh.net



Our Ref: EP/CC

Date: 18 April 2018

Dear Parent/Carer

S4/5/6 Final Exams – Study Leave

As you are aware, the final SQA exams for students in S4 to S6 begin on **Monday 30 April**.

Study leave starts for S4 to S6 pupils on this day and is available to all pupils who are sitting a final exam. This means that the last day of timetabled classes for senior pupils is Friday 27 April and as such is a normal working day for the entire school. I would like to ask for your support in making this a positive day for all members of the school and in fact the whole Speyside community.

Study leave is available, if you, as their parents, feel that taking study leave is the best way for your child to prepare for the exams and if you are confident that they are able to use this time well. You are welcome, however, to opt for in-school study. In this case pupils would come to school every day as normal and make use of the supervised study facilities in the library.

Pupils taking study leave are welcome to come in to school to study on any day. On these days they must sign in at the library and they must spend the full day in school taking the normal school breaks only. Pupils who come into school to study **must** wear school uniform and it should be noted that pupils are expected to wear **full school uniform** during exams.

Study leave ends on **Friday 1 June** and all students should return to school on **Tuesday 5 June**. Induction for new S4, S5 and S6 pupils will take place after this date and more information about this will be issued nearer the time.

Pupils who are not returning to school must collect a Leavers Form from the school office any time after their last exam. The form must be completed and returned to the school office.

I enclose a form to indicate whether or not you wish your son/daughter to take study leave and we would be grateful if **this form could be returned to school by Wednesday 25 April**. Please note that should you fail to return a consent form then it will be assumed that study leave permission has not been granted and therefore your child will be expected in school during the exam period.

Pupils who have assessments or coursework to finish must arrange with their teacher to have this completed during study leave.

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On behalf of all staff at Speyside High School I would like to wish your son or daughter every success in these exams. Please do not hesitate to call me at school if you would like any further advice regarding study leave or the exams in general.

Yours faithfully

Mr E Picksley
Depute Head Teacher

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Return Slip: S4/5/6 Final Exams – Study Leave Approval

Return Date: Wednesday 25 April 2018

Pupil Name: _____ **Tutor Group:** _____

Please tick as appropriate:

I agree to my son/daughter taking study leave beginning Monday 30 April as described in the letter of 18 April.	
I would prefer my son/daughter to study in school during the exam period and do not wish him/her to take study leave as described in the letter of 18 April.	

Signature of Parent/Carer: _____ **Date:** _____

Please note pupils are expected to wear **school uniform** as usual during exams.

