



**Parents/Guardians of S4-S6 Pupils**

If calling please ask for  
**Graham Hutton**  
E-mail grove@dundeecity.gov.uk

Our Ref  
Your Ref  
Date 4 May 2017

Dear Parent/Guardian

**NATIONAL EXAMINATION PREPARATION ARRANGEMENTS FOR S4-6 PUPILS FOR SESSION 2016/17**

It was agreed by Dundee Headteachers and Paul Clancy, now Executive Director, in September 2014, that **all S4 and S5 pupils studying at National 5 level or above**, and therefore, sitting one or more timetabled SQA examination in the SQA diet will be given up to 15 days National Examination Preparation time (Study Leave).

The dates for this year's Study Leave have been agreed across Dundee. Study Leave will commence on **Monday 8 May and last till Tuesday 30 May inclusive**. Friday 26 May is an In-Service day and Monday 29 May is the Victoria Day Holiday. Pupils will return to normal timetable on Wednesday 31 May. New timetables will commence on Thursday 1 June. During this time pupils may choose to prepare at home. As in previous years staff will be available in school at normal timetabled periods to work with pupils who desire support. We would encourage all young people to make use of this option as appropriate. Although this period will cover the vast bulk of the SQA examinations, there may be a limited number of examinations that occur outwith this period. As in previous years, where this occurs, pupils will be given the day before the examination as a preparation day where they again may choose to work at home.

**Pupils in S4 and S5** who do not have an examination at National 5 level or above, and therefore have no external SQA examinations to sit in the diet, will be expected to attend school as normal. We believe that this is in the best interests of the pupils involved and will provide a better learning experience over this 15 day period as young people will be able to revise and reinforce learning from the present year's courses of study as well as preparing for new learning experiences in the forthcoming session. Where pupils in this position do not attend school this will be treated as an unauthorised absence and the normal absence management procedures will apply.

If you have any specific questions about these arrangements for National Examination preparation, please contact me at the school.

Yours sincerely

Graham W Hutton  
Rector

If you have trouble understanding English please contact the address below

اگر آپ کو انگریزی سمجھنے میں مشکل پیش آتی ہے تو براہ کرم نیچے درج پتے پر رابطہ کریں:

सर्वत्र दुर्गम इंग्लिश समझने के लिए कठिनाई होती है या हिंदी बोलने वाले साथे काम करना सिखने पर संपन्न करें।

Jeżeli masz trudności w zrozumieniu języka angielskiego, skontaktuj się na poniżej podany adres:

如果你對英語理解有困難，請聯絡以下地址:

Dundee Translation & Interpretation Service, Mitchell Street Centre, Mitchell Street, Dundee DD2 2LJ.  
Tel: 01382 436825 Fax: 01382 436805

For information about Dundee City Council visit our website - [www.dundeecity.gov.uk](http://www.dundeecity.gov.uk)

