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22 April 2015

Dear Parents

# Information Letter – Study Leave and Arrangements for the Start of Session 2015-16

* Study leave for all **S4-S6** students will begin at **2.45 pm on Friday 24 April 2015**

Students have been issued with a personal copy of their SQA examination timetable. It is important that they check this timetable and the notices in school regarding examination rooms to **ensure they know exactly where and when their exams take place**. If students lose their personal copy of the timetable, they should see me or Mrs Richardson about a replacement. During study leave school bus services run as normal, with arrangements made for exams that finish beyond the normal school day. Students should check the noticeboard outside the Staff Centre for up-to-date information. Students sitting examinations at Bucksburn should ensure that they check whether a shuttle service will run in time for the start of their examination. It may be necessary for students to take an earlier shuttle or make alternative arrangements.

I would remind you that it is your son/daughter’s responsibility to ensure that they bring the appropriate equipment to their examinations. I would also wish to highlight that there is a strict SQA Code of Practice forbidding mobile phones, iPods and MP3 players to be taken into the examination room.

The Dyce Academy school dress code must be adhered to when students are in school for examinations or study. This applies to both Dyce Academy and Bucksburn Academy.

Please be aware that your son/daughter may have been asked by staff to attend school during Study Leave to complete internal assessments required for National 4/5, Intermediate, Higher or AH courses. These must be completed by the end of May if a course award is to be given by the SQA.

## S4-6 Leavers’ Lunch – Friday 29 May – Our traditional ‘Leavers’ Lunch’ will be served at 1.00 pm in the School Library. An invitation has been given to all S4-6 students who are leaving Dyce Academy.

## Return of Books and School Property - **All students in S4, S5 and S6** must return books and other school property by **Friday 29 May**. It would be preferable, however, if books were returned at the end of each examination. Forms for the return of books can be collected from the school office. For those students who are leaving school, the appropriate leaving procedures should be followed. Students with books outstanding after this date will receive a letter detailing the cost of replacement books.

## Session 2015-16

For those who will be returning to school, the new session begins on **Friday 5 June** with an Induction programme. Students should monitor noticeboards during Study Leave for further details about the Induction day. Prior to this, students may have an individual interview with their Guidance Teacher to agree a course choice and timetable. The new timetable for S5-6 students will commence on **Monday 8 June**.

We will send you a copy of your son/daughter’s final timetable after the summer holidays when any course changes necessary after exam results are known, have been made.

## Educational Maintenance Allowance

Students returning to school for session 2015-16 may be eligible for an Educational Maintenance Allowance. This is dependent on age and household income. Further information is available at [www.emascotland.com](http://www.emascotland.com). Application forms and guidelines will be available from the school office towards the end of the summer term.

* Those turning 16 between 1/3/15 and 30/9/15 are age eligible for an EMA in August 2015
* Those who are 16 between 01/10/15 and 28/2/16 are age eligible for an EMA in January 2016

Can I take this opportunity to wish your son/daughter success in their examinations. This is a stressful time for pupils, parents and staff but please do not hesitate to contact me if you have any queries.

Yours sincerely

Fiona Clark

**Depute Head Teacher**