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23 April 2018

Dear Parents

# Information Letter – Study Leave and Arrangements for the Start of Session 2018-19

As we approach the start of the examination “season”, I wanted to share with you some of the arrangements for the SQA exams and opportunities that are available to students over the next couple of months.

SQA Exam Diet 2018

* Study leave for all **S4-S6** students will begin at **2.45 pm on Friday 27 April 2018**

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 timings and 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 myself or Mrs Richardson about a replacement. Please note that timings of exams on the school timetable do differ from the timetable on the SQA website and SQA App. **Students must ensure that they are reading the times of the exams from their personal timetable issued by the school.**

During Study Leave school transport and the Bucksburn shuttle services will run as normal, however there will be **no shuttle service on Tuesday 8 May (In-Service Day)**. In addition, alternative arrangements will have to be made by pupils/parents for any exams that finish beyond the normal school day as we are unable to modify school transport during the exam diet. Students should check the noticeboard outside the Staff Centre for up-to-date information regarding examinations. 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. All students have been issued with a copy of the SQA leaflet “Your Exams 2018” which contains essential information for before, during and after the exam diet. I would also wish to highlight that there is a strict SQA Code of Practice forbidding mobile phones and electronic devices eg MP3 player, iPod, tablet, Smartwatch or any device that is web-enabled or stores information, 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, Higher or AH courses. These must be completed by the end of May if a course award is to be given by the SQA on the August SQA certificate.

## S4-6 Leavers’ Lunch – Thursday 31 May – Our traditional ‘Leavers’ Lunch’ will be served at 1.00 pm in the School Library. An invitation has been extended 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 **Thursday 31 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 2018-19

For those who will be returning to school, an Induction session will be held on **Thursday 31 May** periods 1 and 2 in the MPA. Students should monitor noticeboards during Study Leave for further details about the Induction. 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 4 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 2018-19 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 1/3/18 and 30/9/18 are age eligible for an EMA in August 2015
* Those who are 16 between 01/10/18 and 28/2/19 are age eligible for an EMA in January 2016

Can I take this opportunity to wish your son/daughter every 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 Jamieson

**Depute Head Teacher**