



Acting Rector: Ms T Lomas  
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14 March 2019

Dear Parent/Carer

Highland Council issued advice to all secondary schools with regards to Study Leave (Exam Preparation Time) three years ago. I have copied the main points below and in italics explained what it means for your child. Please complete and return the attached form by **Monday 1<sup>st</sup> April**.

### Exam Preparation Arrangements

- **For 2018/19 Exam Preparation Time will be from Thursday 25<sup>th</sup> April to Friday 31<sup>st</sup> May.** (This period will be defined each year to ensure all schools work to the same timing.) *Therefore the final day of school before Exam Preparation Time this session will be Wednesday 24<sup>th</sup> April. However pupils sitting exams on Thursday 25<sup>th</sup> April may begin study leave on Wednesday 24<sup>th</sup> April.*
- **All pupils who intend to leave school at the end of May** can take the full period of Exam Preparation Time, provided all outstanding course assessments have been completed. (Pupils may follow available alternative programmes to meet individual needs during this time.) *Any pupil who will be 16 or over by the end of September can leave school this summer. If it is the intention of your son/daughter to leave school then they can pick up a Leaver's form from the office and once it has been completed and all outstanding materials have been returned, they can submit their Leaver's form. Some pupils will have assessments to complete and are expected to attend school to complete these- leavers forms cannot be signed until the assessments have been completed which means that your child cannot take paid employment or enrol for college.*
- **All returners sitting 6 subjects at National 5 or 3 or more subjects at Higher or above** may take the full period of Exam Preparation Time provided all outstanding course assessments have been completed.
- **All returners sitting no exams** will be offered the chance to participate in a programme of skills for life, learning and work combined with possible work placements. This will be offered by a wide partnership of providers. These programmes may be organised on a local grouping basis. Some of this programme may involve project work to be completed outwith school. Details of the planned programme for Culloden Academy pupils are available from your child's Guidance or ASN teacher. *If you wish your child to be enrolled in a programme looking at skills for learning, life and work - please indicate this on the cut-off below.*

- **All returners sitting a mix of National 4/5 subjects or fewer than 3 subjects at Higher** may be allowed a reduced period of leave based on the timing and number of exams. The decision making for this will be agreed within schools based on individual needs. *If your child is in S4, has a mixture of National 3 - National 5 classes and you would like them to engage with some of the skills for learning, life and work courses mentioned above, please indicate this on the form below. If your child is in S5 and planning to return for S6 and does not have many external exams, we can look to offer some curricular enhancement. As they are over 16, we cannot insist on this. If this is something that your child would like, please indicate this on the form below.*

Regards



Ms T Lomas  
Acting Rector



Reply slip- required for all learners

Pupil Name _____	Register Class _____
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My child will be on Exam Preparation between 25<sup>th</sup> April and 31<sup>st</sup> May ☐

OR

My child has no external exams and so does not require Exam Preparation Time. I do/do not (delete as appropriate) wish them to attend school for the duration of Study Leave. ☐

OR

My child is sitting a mixture of National 3/4/5 courses or 2 or less Highers and intends to return to school. We would like the school to arrange some learning provision during exam preparation time. ☐

OR

My child is leaving school this year ☐

Signed \_\_\_\_\_

Further query/comment: