

BOROUGHMUIR HIGH SCHOOL EDINBURGH

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To Parents/Carers of **S6** Pupils

EXAM STUDY LEAVE

As you are aware the SQA examinations begin on **Wednesday 4 May 2016**. Pupils will begin examination study leave on **Friday 29 April 2016** at **11.30am** after the S6 Leavers' breakfast.

EXAM ARRANGEMENTS

All pupils have been issued with the SQA document 'Your exams 2016'. This contains very important advice and information. The SQA have a Malpractice policy which they will invoke if pupils do not follow the guidelines in this document.

Pupils will be issued with a **personalised examination timetable** indicating the time, room number and seat number for each of their examinations before they go on exam leave.

Pupils with **Additional Assessment Arrangements** will receive a timetable indicating the alternative arrangements that are in place.

All pupils must be aware that the **start and end times** of their exams **may be different** to the main timetable. They must look after this timetable as replacing it is time consuming and costly.

To help the examination period run smoothly the school expects the following from S6 pupils:-

- **Equipment** - pupils must bring a pen, pencil, ruler, eraser and calculator (if required) as these are not supplied by the school or the invigilator
- **School Dress Code** must be worn to all examinations.
- **Excellent behaviour** inside and outside the exam halls/rooms
- **Punctuality** – being late disrupts others. If a pupil is unavoidably late they must report to the School Office in the main building.
- **Illness** – if a pupil is too ill to sit an exam, a parent/carer **must** telephone Ms Paterson on the day of absence to make arrangements for absentee status. A medical certificate will be required.
- **Mobile Phones** – these are not allowed in the exam hall so pupils should leave them at home.
- **Other Valuable Items** – there is no safe place in St Oswald's to leave valuables so pupils should only bring items of stationery necessary for their exams.

BOOK RETURN DAY – WEDNESDAY 1 JUNE 2016

All pupils are asked to return their **textbooks/library** books on **Wednesday 1 June** at **11.00am**. As pupils arrive at 11.00am they **must collect a 'Leavers Form'** at the front entrance before making their way to the Atrium to return books. The £30.00 book deposit will be refunded as a cash payment to those pupils who complete this exercise successfully. The replacement cost of books that have been lost or excessively damaged will be deducted from the book deposit.

LOCKERS

All pupils who are due to receive a locker deposit refund on **Wednesday 1 June** must empty their lockers by **Friday 22 April** and hand in the key to the School Office. The refund will be withheld if a key is not returned or if a locker has not been emptied or it has not been left in a clean condition. Any items left in lockers after this date will be removed and disposed of.

TIES

Pupils who wish to donate their senior ties should hand them to the Bursar when they collect their £30.00 book deposit.

LEAVERS' BREAKFAST

S6 pupils should come to school for 10.00am on Friday 29 April. Breakfast rolls will be provided at 10.30am. All teaching staff are also invited so this is an opportunity to say goodbye. Pupils will be dismissed from school at 11.30am.

Finally, we wish all our pupils the very best in their examinations.

Yours sincerely

David C Dempster
Head Teacher