

## Educational Services

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Date: 18<sup>th</sup> December 2018

Dear Parent/Carer

### JANUARY PRELIMINARY EXAMINATIONS – HIGHER AND ADVANCED HIGHER

As you will be aware our Higher and Advanced Higher preliminary examinations will commence on Wednesday 10<sup>th</sup> January-

Your son/daughter has been issued with a copy of the preliminary examination timetable. Morning examinations will start at 9.00am and afternoon examinations at 1.00pm unless otherwise stated. The examinations will take place in the Museum, though some will take place in other locations as detailed on the timetable.

It is essential that students report to the examination hall or room at least 15 minutes before the scheduled start time wearing school uniform as usual and prepared with the equipment they need such as pens, calculators and water bottle. Bags, hoodies and devices are not permitted in the hall and should be stored securely in lockers though outdoor jackets can be brought into the hall and placed on the back of the chair.

During the examination diet, please note that there is no study leave and if your son or daughter is not in an examination they **must attend normal lessons** where they must register with their class teacher each period. Students may then be supported with revision work in that lesson or be allowed to study for their next examination. With the agreement of the class teacher, students may also be permitted to attend the learning plaza for private and/or collaborative study.

A range of revision and supported study sessions is available and your son/daughter should liaise with their teachers as to when these sessions are taking place. A special assembly has been scheduled for Tuesday 9<sup>th</sup> January 2018 where Ms Fiona McCue, Acting DHT, will take students through SQA procedures and protocols for the examination diet.

Please do not hesitate to contact me or Ms McCue if you would like any further information regarding the examinations. Additional copies of the preliminary examinations timetable are available from the school office or by download from our school website.

I would like to take this opportunity to wish you and your family all the very best for the festive season and also to wish your child every success in their preliminary examinations.

Yours faithfully

A handwritten signature in black ink that reads 'Neil A. McLean'.

Neil A McLean  
Depute Head Teacher