



St Kentigern's Academy

West Main Street
Blackburn
BATHGATE
West Lothian
EH47 7LX

Tel: 01506 656404/634198

Fax: 01506 651736

e-mail: stkentigerns.ac@westlothian.org.uk

www.stkentigernsacademy.org

Head Teacher:

Mr Andrew Sharkey

DATA LABEL: PRIVATE/CONFIDENTIAL

Dear Parent /Carer

S4 STUDY LEAVE ARRANGEMENTS: GUIDELINES FOR STUDENTS & PARENTS

This letter gives information on the following:

- S4 Student entitlement to study days and how students should now request these days
- Additional Study class opportunities during the Easter holidays and May for students sitting exams
- Information on when the school will start our new timetable for session 2017-2018

Please read the following information carefully!

- S4 students taking any National 5 exams (see report summary) should complete the application form, attached, indicating the days they wish to be considered study leave. An exemplar is given as a guide. Remember there are **2 study leave days plus the exam day for each National 5 taken**. Dates for each SQA National 5 exam is also attached to this letter allowing this task to be undertaken accurately. If your National 5 course does not have an exam (i.e PE) then no study days should be indicated for this course.
- Days that are left blank and therefore not indicated as Study leave, students should be in school following their normal timetable*. Students return full time to school the day after their last N5 exam.
This application form needs to be returned to the school office by Monday, 27th March at the latest.
- Students who have been presented at National 4 or National 3 level only continue to follow their timetable as normal and do not receive any study days.
- There will be an Easter Holiday Study Support programme covering 13 subject areas. Although all students are welcome to attend, there may be specific invitations given to students who we feel would benefit from coming to these sessions. Details of subjects and times can be found attached to this letter.
- A full programme of examination study classes occurring in May will be issued to students and published on our 'new' website soon after the Easter holidays. It is expected that many students taking study days in the lead up to National 5 exams will attend these study classes for each subject they are being presented in. If students are coming in for a study class during one of their study days they should sign in at the school office. Remember that, as always, teaching staff are available throughout the exam period for support as required. This is over and above the additional timetabled study classes with many students making informal arrangements to meet with staff.

New Academic Session/ New timetable

The school will change to its new timetable on **Monday 5th June**, with induction days for the new S5 and S6 taking place on the 1st and 2nd of June. It is essential that any student wishing to progress into S5 or S6 next session attends these days, and more information about this will be given to the students prior to the exam period.

I hope this all makes sense, and do not hesitate to contact your child's House Head, Year Head or myself if you wish to discuss further.

Mr Sharkey

Headteacher

National 5 SQA exam dates; In Subject alphabetical order

Course Date(s)

Art and Design Tuesday 30 May

Biology Tuesday 23 May

Business Management Tuesday 16 May

Chemistry Monday 8 May

Computing Science Tuesday 16 May

Design and Manufacture Tuesday 2 May

Drama Thursday 1 June

Engineering Science Thursday 25 May

English Friday 12 May

English for Speakers of Other Languages Thursday 18 May

French Monday 15 May

Geography Friday 26 May

German Friday 2 June

Graphic Communication Wednesday 10 May

History Tuesday 9 May

Health and Food Technology Wednesday 24 May

Mathematics Friday 5 May

Modern Studies Friday 19 May

Music Thursday 4 May

Music Technology Wednesday 10 May

Physics Wednesday 17 May

RMPS Monday 22 May

Spanish Wednesday 3 May

St Kentigern's Academy 2017 Study Leave Application:

See exemplar/SQA dates for completing this sheet

Indicate Study Leave dates as SL1, SL2 etc. Return to Office by Wednesday 27th March. You will receive a photocopy of this form at registration during the week beginning 17th April 2017.



Student Name:	Class:	No. of National 5 exams being sat:
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Date (week beginning)	Monday	Tuesday	Wednesday	Thursday	Friday
w/b: 1st May 2017	Holiday			In-service Day	
w/b: 8 th May 2017					
w/b: 15 th May 2017					
w/b: 22 nd May 2017					
w/b: 29 th May 2016			Last available study leave day	All students back at school	

*Please note that exams can and do take place on school holidays and In-service Days. There are also exams on Thursday 1st June.

Parental Signature:	Date:
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For School Use Only	Application Approved	Yes	No	HoH:	Date:
		delete as appropriate			

St Kentigern's Academy 2017 Study Leave Application Example



Student Name:	Class:	No. of N5 exams being sat: 6
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Date (week beginning)	Monday	Tuesday	Wednesday	Thursday	Friday
w/b: 1 st May 2017	Holiday*	<i>SL1</i>	<i>SL2</i>	In-service Day*	<i>Exam: N5 Maths</i>
w/b: 8 th May 2017	<i>SL3</i>	<i>Exam: N5 History</i>	<i>SL4</i>	<i>SL5</i>	<i>Exam: N5 English</i>
w/b: 15 th May 2017	<i>Exam: N5 French</i>	<i>SL6</i>	<i>In School</i>	<i>SL7</i>	<i>SL8</i>
w/b: 22 nd May 2017	<i>SL9</i>	<i>Exam: N5 Biology</i>	<i>SL10</i>	<i>In School</i>	<i>SL11</i>
w/b: 29 th May 2017	<i>SL12</i>	<i>Last Exam: N5 Art & Design</i>	<i>Back to school full time</i>	All students back at school	

*Please note that examinations can and do take place on school holidays and In-service Days.

Parental Signature: <i>Example S4 Parent Signature</i>	Date: <i>20/03/17</i>
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For School Use Only	Application Approved	Yes	No	HH: <i>Example HH Signature</i>	Date: <i>21/03/17</i>
		delete as appropriate			



St Kentigern's Academy

Easter Study Classes

DAY	DATE	TIME (am)	TIME (pm)	SUBJECT	LEVEL
Monday	3rd April	9.00 - 12.00	1.00 - 3.00	Physics	N5
		9.00 - 12.00		French	N5 & Higher
Tuesday	4th April	9.00 - 12.00	1.00 - 3.00	Maths	N5
		9.00 - 12.00		Accounting	N5 & Higher
		9.00 - 12.00	1.00 - 3.00	Computing	Higher & AH
		9.00 - 12.00		Chemistry	N5
			1.00 - 3.00	Chemistry	H
		10.00 - 12.00		English	N5
		10.00 - 12.00	1.00 - 3.00	French	N3/N4/N5
Wednesday	5th April	9.00 - 12.00	1.00 - 3.00	Maths	N5
		9.00 - 12.00	1.00 - 3.00	Computing	Higher & AH
		9.00 - 12.00	1.00 - 3.00	Art	All Levels
		9.00 - 12.00		Business	N5
			12.30 - 3.30	Business	Higher
		9.00 - 12.00	1.00 - 3.00	HFT	N5
		9.00 - 12.00		RMPS	N5
			1.00 - 3.00	RMPS	Higher & N5
Thursday	6th April	9.00 - 12.00	1.00 - 3.00	Maths	N5
		9.00 - 12.00		Physics	H
			1.00 - 3.00	Physics	N5
		9.00 - 12.00		Biology	N5
			1.00 - 3.00	Biology & Human Biology	Higher
		9.00 - 12.00		Biology	N5
		10.00 - 12.00	1.00 - 3.00	French	N3/N4/N5
		10.00 - 12.00		Italian	N5 & Higher
Friday	7th April	9.00 - 12.00		Accounts	Higher
Monday	10th April	10.00 - 12.00		French (Dictionary Skills)	N5
			1.00 - 3.00	English	AH
Tuesday	11th April	9.00 - 12.00	12.30 - 2.30	Maths	Higher & AH
		9.00 - 12.00	12.30 - 2.30	Maths	N5
		9.00 - 12.00		Art	All Levels
		9.00 - 12.00		Computing	N5
Wednesday	12th April	9.00 - 12.00		Accounting	N5
		9.00 - 12.00		Computing	N5