

Dear Parent/Carer,

We are now reaching the stage where some of our young people are completing all required SQA activity. The key point for pupils to be aware of in considering formally leaving school is whether they are sure that all necessary SQA work is complete. This requires discussion between the young person and their teacher. Our plan is for almost all pupils to have been informed by their class teacher of their SQA Estimated Grade by Friday 11<sup>th</sup> June. If any young person is considering completing their Leavers' Form prior to this date, the following process should be followed:

- If a pupil wishes to leave school they must have their Leavers Form signed by all members of staff required as noted on the form.
- No class teacher should sign the form if there are still assessments to be undertaken.
- If all assessments have been undertaken, class teachers can sign the form.
- The relevant Pastoral Head and link Depute Headteacher will check that all class teachers have signed the form before adding their signature of agreement.
- It would be only at this point that the pupil can formally leave school.

For all pupils in S4 and S5 not intending to leave school at the end of this session, they should continue to attend, as preparatory learning for next session will be taking place where appropriate across the curriculum.

Yours faithfully,

Iain Livingstone