



## DUNBAR GRAMMAR SCHOOL

Dunbar Grammar is a caring community where you can RISE to be your best  
**RESPECT                  INCLUSION                  SUPPORT                  EFFORT**



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**Headteacher**  
C Slowther

**Depute Headteacher**  
E Offer

**Depute Headteacher**  
R Maxton

**Acting Depute Headteacher**  
S Hamilton

4 April 2019

Dear «Known\_As»

### **S4 Study Leave and Return of Text Books**

The school will be offering S4 students who are sitting 3 or more National 5 Examinations, the opportunity to take Study Leave to enable them to make their final preparations. Students who would prefer to study in school will have this opportunity but must inform the school in advance and sign-in for at least half a day.

Study leave for S4 will commence on Wednesday 24 April, Tuesday 23 April being the last complete day in school. Students will return to school for Senior Induction on Monday 3 June 2019.

Please note that there is no school transport on Friday afternoons. Anyone requiring transport at these times should contact the school office to make arrangements by Tuesday 23 April.

Any students who have any outstanding Unit Assessments will be required to come into school on suitable and agreed dates during Study leave to complete these. A separate letter will be sent to any students with outstanding Unit Assessments explaining this.

Due to the fact that we have had difficulty in the past retrieving all of our text books and materials needed for the new timetable we are asking all students to return their materials and get their subject teacher to sign these off before study leave commences. If you feel that you would benefit from having a text book for study leave then this needs to be agreed with the librarian and books thereafter signed out by them. Any book which is taken out after the commencement of study leave **must** be returned, at the latest, on the day of the examination for that subject. Where this is not done, parents/carers will be sent an invoice for the unreturned materials.

Finally, on behalf of all of the Senior Management Team and staff at Dunbar Grammar School we would like to take this opportunity to wish you the very best for the forthcoming examinations and look forward to working with those returning next session.

Yours sincerely

C Slowther  
Head Teacher