



# CASTLEHEAD HIGH SCHOOL

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**Head Teacher: Mr Gordon Menzies**

**Children's Services  
Director: Steven Quinn**

1<sup>st</sup> March 2024

Dear Parent/Carer,

Earlier in February, you received communication from Renfrewshire Council informing you that the SQA exams for pupils in S4, S5 and S6 would take place between Castlehead High School and the Lagoon Leisure Centre.

Since my last communication I have been working with staff at Renfrewshire HQ and OneRen to plan for the SQA exam diet across both the Lagoon Leisure Centre and our own school building. I have visited the Lagoon Leisure Centre and I am convinced that our young people will get the best possible exam experience there.

I can now confirm that the Lagoon Leisure Centre will be used on **six** separate dates (which includes 8 exams) across the SQA exam diet with all other exams being completed in Castlehead High School. Please see below the dates and exams that will be completed at the Lagoon Leisure Centre. All other exams will be completed in Castlehead High School:

Subject	Level	Date of Exam
Mathematics	N5	03/05/2024 – AM
English	N5	07/05/2024 – AM
English	Higher	09/05/2024 – AM
Applications of Maths	N5	13/05/2024 – AM
Biology	Higher	15/05/2024 – AM
Biology	N5	15/05/2024 – PM
Art	N5	28/05/2024 - PM
Art	Higher	28/05/2024 - PM



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Please also see the link below to access the full SQA exam timetable for this year.

<https://www.sqa.org.uk/sqa/1439.html>

Pupils will receive an individual exam timetable prior to exam leave which will also highlight whether the location will be at the Lagoon or Castlehead High School.

During our prelim diet, pupils were transported to the Town Hall. During the SQA exam diet, this transport will run exactly the same for the subjects that will be completed at the Lagoon. The exams that will be completed at the Lagoon will begin slightly later than the time referenced on the SQA timetable due to travel time. This has been agreed with our chief invigilator and all pupils will receive the full allocation of time for each exam. Pupils who are entitled to access Alternative Assessment Arrangements will complete all their SQA exams in school. Further information on individual assessment arrangements will be provided by our Support for Learning Department.

Over the coming weeks, I will speak with all pupils in S4, S5 and S6 to inform them of the arrangements, but I felt that it was important to communicate this information to parents as soon as the plan was finalised.

For the subject exams that will be completed at the Lagoon Leisure Centre, please see key information below:

- Pupils will be transported to and from the Lagoon by bus.
- Pupils will leave from the school to go to the Lagoon.
- Pupils should **not** report directly to the Lagoon.
- Pupils with exams in the morning should report to the school auditorium at **8.45am** at the latest. These subjects are Mathematics (N5), English (N5), English (Higher), Applications of Maths (N5) and Biology (Higher).
- Pupils with exams in the afternoon must report to the school auditorium 30 minutes prior to their exam. These subjects are Biology (N5), Art (N5) and Art (Higher).
- For all other subject exams which will be sat in Castlehead, pupils should report to the allocated location in Castlehead **at least 10 minutes** prior to the official start time of the SQA exam. Pupils will be informed of these locations in Castlehead on their individual exam timetable
- It is essential that pupils sitting exams in the subjects and levels above report on time to ensure no delays with transport.
- School staff will be on site at the Lagoon during every exam to support our young people.



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We are aware that this is a change to the normal exam diet, but we will ensure pupils are fully supported throughout.

If you have any questions or queries regarding the SQA exam diet and process, please contact your young persons Pupil Support teacher.

With very best wishes to you and your family,

Gordon Menzies  
Head Teacher



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