

## HUTCHESONS' GRAMMAR SCHOOL

### EXAMINATIONS FOR FORMS 4, 5 AND 6

WEDNESDAY 14 JANUARY TO FRIDAY 30 JANUARY 2009

#### ARRANGEMENTS FOR STAFF AND CANDIDATES AND INFORMATION FOR PARENTS

1. Form Teachers are asked to ensure that members of their Form know clearly the examination arrangements and take accurate note of their examination time-table and accommodation.
2. Heads of Department are asked to ensure that all candidates know clearly their examination room for each subject.
3. Heads of Department are asked to give all examination materials to Mrs Brunton **no later than one full day in advance of a particular examination**
4. Lunch arrangements will be normal throughout the examinations.
5. During the examination period, football may be played in the playground only during Lunch hour.
6. There will be Assembly on Wednesday 7 January for S4, 5 and 6 and thereafter there will be no senior Assembly until Monday 2 February. There will be an Assembly for S1, 2 and 3 on Thursday 8 January with Assembly resuming for S1, 2 and 3 on Tuesday 3 February.

#### 7. EXAMINATION LEAVE OF ABSENCE

**FORM 4, 5 and 6** - Candidates in Form 4, 5 and 6 are excused attendance unless under examination from Wednesday 14 January to Friday 30 January, both dates inclusive. Teaching classes for Form 4, 5 and 6 resume on Monday 2 February.

#### 7. GAMES

Pupils in Forms 4, 5 and 6 generally are not required for Wednesday games activities on Wednesday 14 January, Wednesday 21 January and Wednesday 28 January.

However, in certain cases, where there are fixture commitments, pupils may be required to attend training. All pupils must establish with the member of staff in charge of their particular activity whether attendance is required or not. Normal games activities for Forms 4, 5 and 6 resume on Wednesday 4 February.

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