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## **Time out of School for S4, S5 and their teachers, academic year 2011 – 2012**

For the past two years, we have successfully sharpened the academic focus of the main public exam yeargroups by limiting time out of classes in key periods of the academic year. I am again asking parents to help us by keeping requests for time out of School for their S4 and S5 children to a minimum

**between the October break and the Easter break, for S4  
and  
between the Christmas break and the Easter break, for S5.**

I am also asking teaching colleagues to limit as far as possible their own time out of School when they have S4 and S5 to teach during the times given above; and to avoid as far as possible arranging trips and other events which will take S4 and S5 out of lessons during the times described.

We shall not be able to do this without exceptions: there will always be good and/or inescapable reasons for time out of School during the focus periods, for some pupils and some teachers.

What I am asking is that parents, pupils and colleagues try as far as possible to plan ahead in order to avoid these crucial lesson times for S4 and S5. If there are departmental outings, fixtures or development/training days, where possible these should be arranged for dates outside the “windows” described. Planning ahead as much as possible will help.

If you have requests for time out of school please submit them in the usual way. The further ahead you can plan, the more helpful that will be.

Many thanks in anticipation of your help.