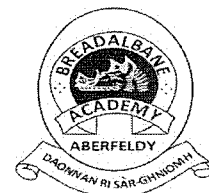


13th November 2017



John Devine M.A. (Hons); M.Ed; SQH
Headteacher

Breadalbane Academy
ABERFELDY PH15 2DU
Tel 01887 822300 • Fax 01887 820464
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Dear Parent/Carer

Staffing of P2 Class

I write to inform you that Mrs Robb is currently absent and would like to provide some information on arrangements that are in place to ensure that staffing issues do not impact negatively on the learning of the class.

Mrs Jenkins and Mrs Whatley taught the class last week and to ensure consistency, Mrs Jenkins will oversee the learning and teaching over the next couple of weeks and support supply teaching staff. Mrs Jenkins will plan and organise the learning to ensure that there is continuity for the children.

It is understandable that you will want to know that the planning for this class has remained coherent despite the change of staffing, and I attach the recent curriculum overview to this letter which will inform you of the learning planned for the term. Pupils will continue to get weekly homework which includes reading, spelling and maths activities.

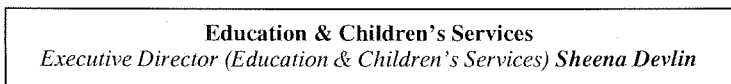
The upcoming parent contact meetings for the class will be rescheduled when Mrs Robb returns. However, if you wish to see Mr Devine, Mrs Jenkins, Mrs Murch, Miss Simmons or myself please indicate this on the page attached and an appointment will be made for you.

I will update you again should Mrs Robb's absence continue longer than the next couple of weeks. In the meantime, please do not hesitate to contact Mrs Jenkins or me should you wish to discuss any matter regarding your child's progress.

Yours faithfully

V.L. Marshall

Mrs V Marshall
DHT Primary



Child's Name

Class

PLEASE CIRCLE PREFERRED TIMES

Tuesday 21st November

4.30 4.40 4.50 5.00 5.10 5.20 5.30 5.40 5.50 6.00 6.10 6.20 6.30
6.40 6.50 7.00

I would also like to speak to Miss Simmons Mrs Jenkins Mrs Marshall Mr Devine
(please circle)

Child's Name

Class

PLEASE CIRCLE PREFERRED TIMES

Wednesday 22nd November

6.00 6.10 6.20 6.30 6.40 6.50 7.00 7.10 7.20 7.30
7.40 7.50 8.00 8.10 8.20 8.30

I would also like to speak to Mrs Murch Mrs Jenkins Mrs Marshall
(please circle)