

19 December 2017  
(VM/AE)

Dear Parent/Carer,

**Staffing of P4 Class**

I am pleased to inform you that Mrs Boyd has started a phased return to work. This week Mrs Boyd is teaching Monday, Wednesday and Thursday and Miss Simmons will be teaching P4 on Tuesday and on Friday morning. Mrs Boyd's phased return extends into the first few weeks of next term and this will be carefully planned to ensure continuity for the class.

Please do not hesitate to contact me should you wish to discuss any matter regarding your child's progress.

Yours sincerely,

*P. P. Marshall*

Mrs V Marshall  
**DHT Primary**