

23 August 2018
(VM/KL)



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Dear Parent/Carer

Staffing of P4 Class

I write to inform you of some staffing changes for the P4 class. As you will be aware Mrs Brown teaches the class on Mondays and Mrs Boyd teaches the rest of the week. Mrs Brown is also seconded into a Pupil Support Teacher role for some of the week and this allocation has increased. I am pleased that we have managed to secure Mrs Munro one day a week to release Mrs Brown. From next week Mrs Boyd will teach the class from Monday to Thursday and Mrs Munro will teach them on Fridays.

Unfortunately Mrs Boyd has been absent from work this week and this absence will continue into next week. Mrs Munro has been able to help cover this absence along with one of our regular supply teachers Mrs Rowan and this arrangement will continue next week. Both teachers have been able to follow Mrs Boyd's plans and to help ensure consistency and continuity I will oversee the learning and teaching.

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

Yours faithfully


PP Mrs V Marshall
DHT Primary

