



Director of Education  
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3<sup>rd</sup> November 2011

Dear Parent / Carer,

## **Update on Staffing**

### **1. P1/2 Class**

As you know, changes have been made to the promoted post structure in Dundee primaries. Whilst these changes were being worked through, a number of temporary staff have been working in schools, including Miss Gray here in St Clement's. Now that things are clearer, it has been decided that our Depute Head Teacher, Mrs Donnelly, will be class teaching for half the school week from next Monday, 7<sup>th</sup> November. This is a step towards the final position which, as you know, will see Mrs Donnelly move to a new post in another school once we have moved into our new building. For now, Miss Gray will continue to teach P1/2, on Mondays, Tuesdays and Wednesday mornings and Mrs Donnelly will teach P1/2 on Wednesday afternoons, Thursday and Friday.

### **2. Depute Head Duties**

Obviously, these changes will mean that changes will be made to Mrs Donnelly's other duties in school. She will not be available to speak with or meet parents or others on the days when she is teaching. If you wish to speak to her, please call to make an appointment. This is an important point in general – with these changes it will become less possible for me or for Mrs Donnelly to be available to see people who pop into school without an appointment and it's always better to phone in advance if you can.

### **2. P1 Class**

Miss Smith has been on sick leave since August, but will be returning to work, on a part-time basis initially, from next Wednesday, 9<sup>th</sup> November. Miss McLean will continue with the class part-time until Miss Smith's return is full time, hopefully within a month or so. Miss Nicoll will, of course, remain as the other class teacher so as to keep to maximum class size limits.

### **3. Support for Learning Vacancy**

As you know, Miss Moonie has, since August, been covering the vacancy left by Miss Anderson's resignation. This post is to be filled in the very near future and until then Miss Moonie will continue to work within the nurture group and across the school.

As always, if you wish to discuss this, or any other matter, please contact the school.

Yours sincerely,

A. Macgregor  
Head Teacher