

Chief Executive: Eddie Fraser



**Chief Education Officer
and Head of Education: Linda McAulay-Griffiths**
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**Our Ref: LMCA/JA/MMcK
Date: 23 January 2024**

Parents/Carers of 3 to 5 year old children attending Fenwick Early Childhood Centre

Dear Parent/Carer,

Further to direct communications from ECC management with you this morning, due to staff availability, the service at Fenwick ECC will be reduced today, **Tuesday 23rd January 2024**.

As discussed this morning, we were able to accommodate either a morning session from **9:00am to 12 noon** or an afternoon session from **12.45pm-3.45pm**.

Packed lunches will be provided for all children, either at the end of the morning session or start of the afternoon session.

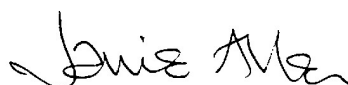
Further contact will be made with parents/carers later today to advise if the service will return to normal levels on Wednesday 24th January.

We apologise for the short notice and any disruption this may cause, but it is essential that we are able to operate in a safe manner with the staff available to the ECC.

Kind regards,

A handwritten signature in black ink, appearing to read "Linda McAulay-Griffiths".

**LINDA McAULAY-GRIFFITHS
Chief Education Officer and
Head of Education**

A handwritten signature in black ink, appearing to read "Janie Allen".

**JANIE ALLEN
Strategic Education Manager:
Early Intervention**