

Chief Executive: Eddie Fraser



Chief Education Officer
and Head of Education: Linda McAulay-Griffiths

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Our Ref: LMCA/JA/MMcK

Date: 2 February 2024

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

Dear parent/carer,

Due to staff availability, the service at Fenwick ECC will be reduced on **Monday 5th, Tuesday 6th, Wednesday 7th and Thursday 8th February.**

All children should attend for either a morning session from **9:00am to 12 noon** or an afternoon session from **12.45pm-3.45pm** as follows:

Morning session from Monday 5th until Thursday 8th February:

Groups to attend are: Sunshine Group and Moons Group and half of Star Group (Individual contact will be made to inform which children from Star Group should attend.)

Afternoon session from 12.45pm-3.45pm Friday 12th January:

Groups to attend are: Rainbow Group and half of Star Group. (Individual contact will be made to inform which children from Star Group should attend.)

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

If you have no other means of sourcing childcare and require this for work reasons, please contact Rhona McKillop, Depute Head Teacher or Jamie Houston, Head Teacher as soon as possible and they will try and accommodate childcare needs where possible if staffing levels permit.

Further contact will be made with parents/carers on Thursday 8th February to advise if the service will return to normal levels on Wednesday 14th February following the mid-term break.

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