

Education Department

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Mearns Castle High School

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Our Ref: DS/AB

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Dear Parent/Carer

Acting DHT for S3

You might be aware that Mr Ian Cairns, Depute Head Teacher who is responsible for pupils in S3, is currently absent from school due to ill health.

At this time I am unaware when Mr Cairns will return to school. In these circumstances I have appointed Miss Roseann Cartledge as Acting Depute Head Teacher with responsibility for S3.

I will now appoint an Acting Principal Teacher of Pupil Support Pastoral to take over Miss Cartledge's responsibility for pupils in Wallace House. If your child is in Wallace House I will communicate information to you about this appointment in the near future.

Henceforth, and until Mr Cairns returns to school, if you have any issues you would like to discuss about your child in S3 please contact either their Pupil Support Pastoral Teacher or Miss Cartledge.

This information was shared with S3 pupils at an Assembly today.

Thank you for your ongoing support.

Yours faithfully

Dean Smith
Head Teacher