

Our Ref:
Your Ref:
Contact:
Tel: 01698 274930
Fax: 01698 749702
E Mail: enquires@lawmuir.n-lanark.sch.uk
Date: 23 February 2018



Head Teacher
Lorraine Hunter
Lawmuir Primary School
Footfield Road
Orbiston
BELLSHILL
ML4 2BY

Dear Parent/Carer,

I write to inform you that your child's class teacher Mrs Karen Kirk will be leaving Lawmuir on Friday 9th March to take up another teaching post within another authority. As soon as we have been informed of who will be replacing Mrs Kirk as your child's class teacher we will contact you.

We would like to wish Mrs Kirk well in her new post.

An alternative opportunity is available for you to discuss your child's progress and next steps with Mrs Kirk on Thursday 1st March from 9.30am – 12pm or Monday 5th March from 2pm - 4pm. We encourage the children to join you at this meeting so that they can be part of the discussion.

Please complete the tear off slip indicating your preference and return to the office by Monday 26th February.

We will confirm your exact appointment time as soon as possible before the meeting. In the meantime if you would like to discuss any matter with your child's class teacher please contact the school.

Yours sincerely

A handwritten signature in black ink that reads "Lorraine Hunter".

Mrs Lorraine Hunter
Head Teacher

Parent/Carer Meetings Mrs Kirk Room 5

Child's Name _____

I would prefer an appointment with Mrs Kirk (please tick appropriate box):

Thursday 1st March 2018 9.30am – 12pm

Monday 5th March 2018 2pm – 4 pm

Please return this slip to your child's class teacher by: **Monday 26th February 2018**



Award 2008

