



Education Resources
Executive Director **Carole McKenzie**
High Mill Primary School
Head Teacher: **Kirstine McDonald**

24th October 2023

Dear Parent

Staffing Update – Team Leader & School Support Assistants

As you are aware, we had a vacancy for a Team leader for our School Support Assistants. Interviews were held prior to the October break and a preferred candidate has been identified. Once the recruitment checks and references have been completed by personnel services, I will be able to share further information including their planned start date.

Unfortunately, due to personal circumstances Mrs Julie Partridge is unable to return to her post at High Mill following the October break. I am thrilled to share that Mrs Hazel Richardson is returning to High Mill Primary from Kirkstyle ELC to fill this post. Hazel was keen to come back to the school and was delighted when the opportunity arose. I know the children will be excited about this, and the staff are too. She is expected to start with us on Monday 6th November.

The 2-week gap until Hazel starts impacts slightly on our staffing numbers and will affect the office particularly during playtimes, pupil lunch times and staff lunch times as all our Support Assistants will be outside with the children. If trying to contact us, particularly between the times of 10:30am to 11:15am and 12:15pm to 1:30pm. I ask that where possible you:

- Email the office rather than calling (office@highmill-pri.s-lanark.sch.uk)
- Leave a message on the pupil absence mailbox (Option 1 when calling in to the school)

This will enable your message to be picked up after breaks.

Thank you for your ongoing patient and support.

Yours sincerely

Kirstine McDonald

Kirstine McDonald
(Head Teacher)

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