



**Education Resources**  
Executive Director **Carole McKenzie**  
**Bothwell Primary School**  
Acting Head Teacher: Mr Martin Frame

**Our ref:**  
**Your ref:**  
**Contact name:** Mr M Frame, AHT  
**Phone:** 01698 852919  
**Date:** 5<sup>th</sup> February 2024

### Room 5 Primary 3

Dear Parents/Carers,

I am writing to inform you about a change of teachers in the class as unfortunately, Miss Kennedy is absent from school at the moment. Miss Walker is still the other class teacher in Room 5 Primary 3.

South Lanarkshire Council have informed me that there is no cover for this as we have to cover this absence within our current staffing entitlement. Over this week, there will be some class teachers assisting with the cover, as we have different teachers working different days.

Going forward, I will be asking Miss Waters to assist in the class the week after the February holiday to ensure continuity for literacy and numeracy.

I hope this will allow for the best continuity of your child's education.

Yours sincerely,

*M.Frame*

Mr M Frame  
Acting Head Teacher

**Today's Smarter Learners, Tomorrow's Smarter Leaders**  
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