LETTER CIRCULAR

Information: ✓  Action Required: ✓

Ref: HR/143/2013

From: Director, Human Resources (MEDE)

To: Directors, College Principals and Heads of Primary School (State Only)

Subject: Predictions re Intake of Kinder 1 Children for February 2014

Date: 25th November 2013

Heads of School are kindly requested to update the on-line classification program in respect of those children born between 1st January and 30th April 2011 and who are to be admitted to KINDER 1 in February 2014. The program must be updated by not later than Monday, December 16, 2013. The classification program must also be kept up-to-date with any children enrolled after this date.

Heads of School should also immediately inform Ms Mary Scicluna, Service Manager at MEDE on mary.a.scicluna@gov.mt and copied to Mr Christopher Higgans, Education Officer on christopher.higgans@ilearn.edu.mt through the College Principal if and when there is an additional requirement to open a new group.

Furthermore, the basic information of the above-mentioned children must be inputted in the New Intake section of e1. The number of children inputted in e1 must tally with the number inputted in the on-line classification program.

Joseph Micallef
Director
Human Resources (MEDE)