LETTER CIRCULAR

Information: ✓  Action Required: ✓

Ref: HR/133/2013

From: Director, Human Resources (MEDE)

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

Subject: Updated Classification Primary 2013-2014

Date: 17th October 2013

Heads of School are kindly asked to update the classification for Primary Students as on Friday, 11th October 2013. All staff details are to be correct. Please make sure that all teaching staff (including Supply Staff) and LSAs are included in the Forms.

Heads of School are being asked to kindly forward a hard copy of the classification duly signed by the Head of School and endorsed by the College Principal. It would be appreciated if these are handed in to Ms Mary Scicluna, Service Manager, Room 333 by Friday 25th October 2013. Kindly ensure that the Forms listed below are sent with complete and accurate data:

- Teaching Staff
- LSA List
- Non-Teaching Staff
- Statemented Students
- Populations
- Periodic Kinder Statistics for K1 and K2

Moreover your attention is drawn to Section 5 (f) of the Annual Classification Exercise for State School (A Guide) regarding Updates. The procedure as explained in the document is to be followed at all times.

You are kindly asked to keep deadlines.

Joseph Micallef
Director
Human Resources (MEDE)