



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/152/2014

From: Joseph Micallef, Director HR (MEDE)

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

Subject: Updated Classification 2014/2015

Date: 24th October 2014

Heads of School are kindly asked to note that the HR Directorate is in the process of printing, for archiving purposes, a copy of the on-line classification as on 31st October 2014.

Consequently, it is to be ensured that the Forms listed below are complete and accurate by not later than end of business of the date quoted above.

- Teaching Staff
- LSA List
- Non-Teaching Staff
- Students with a statement of needs
- Populations
- Periodic Kinder Statistics for K1 and K2

Finally, it is pertinent to point out that the on-line classification is to be updated every time there is a change regarding either students or staff. It is highly recommended that one follows the procedure laid down in Section 5 (f) – *Updates of the Annual Classification Exercise for State Schools (A Guide)*.

Joseph Micallef
Director HR (MEDE)