



15 May 2014

RE: MS LIN, MEDICAL LEAVE

Dear Parents/Guardians,

It is with sadness that I have to inform you that for medical reasons your child's Mandarin teacher Ms Regina Lin has had to take a leave of absence from the school as she is currently on medical leave. This has meant that we have had to shuffle our mandarin teachers around so that your child continues to get the most appropriate specialist teaching. We have also had to shuffle some teachers around groups and therefore Ms Dai and Ms Xie have had some Mandarin timetable changes as well.

Please check the list below to see which year group your child is in and who the new teacher is:

Year 7 – Mr Douglas Sillet has taken over Ms Lin's class

Year 7 - Ms Irene Bai has taken over Ms Maggie Dai's Class

Year 9 – Ms Shirley Xie has taken over Ms Lin's class

Year 10 – Ms Maggie Dai has taken over Ms Lin's Class

Year 12 - Ms Pang has taken over Ms Lin's class.

I apologise for the disruption this causes in your students relationship with the teacher. The biggest impact that this has today is that if you have a tracker with Mandarin on it we have chosen not to ask the new teachers to try and give a grade based on a very short knowledge of your child. The tracker grade you see on the report today is the grade from the last tracker issued. The next and final tracker with staff comments which is issued in June will of course be filled out fully by the new teacher.

Thank you for your understanding in this difficult situation and if you have any queries or questions please let me know.

Kind regards,

Chris Share
Head of Secondary School