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8th August 2022

Dear Parent/Carer,

I am writing to you to update you on staffing changes within the Student Support Department at Penicuik High School.

For this session the Student Support Department staffing is attached. We have introduced a new support post - the Pupil Care and Welfare officer role. The focus of this post is to support young people to maximise attendance at school, to support students’ welfare in school and to engage with and provide support to parents and carers. We are delighted to welcome Ms Emma McLaughlin to the team in this role.

We will be recruiting three further posts: a Youth Worker post, a second PCWO post and a further Learning Assistant post. We hope to complete the recruitment process as soon as possible and this reinforces our commitment to provide high quality support for all students and their families.

Ms Alison Colquhoun is Acting PT Support for Learning and will be supported by Ms Kasia Semik, SFL teacher. We would like to welcome our three new learning Assistants – Mrs Beth Ellis, Miss Kimberley Falconer and Mrs Clair Hoyland – to the SFL Department and The Learning Centre.

Mrs Leigh Wood has moved from her PT Guidance role and is Acting Depute Headteacher and Head of House for Clerk Maxwell and Miss Ellie Campbell has taken over as PT Guidance from Mrs Wood.

Yours faithfully,

Diane Burgess

Depute Headteacher (Student Support)

**Penicuik High School**

**Student Support Staff Session 2022-23**

|  |  |
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| **Guidance** |  |
| **Clerk Maxwell House:**  **Head of House Mrs Leigh Wood, Acting DHT** | **Liddell House:**  **Head of House Mr Craig Dewar, Acting DHT** |
| **Principal Teachers of Guidance** | **Principal Teachers of Guidance** |
| Mr David Saffhill | Mrs Margaret Brandie |
| Ms Suzy McLennan (Monday-Wednesday)/ Ms E Campbell (**Wednesday – Friday**) – job share. | Mrs Morven Murphy |
| Mr Stephen Milligen | Mr Stephen Milligen |
|  |  |
| Mrs Lesley Simpson | **Guidance Admin/Support Room:** |
| Ms Emma McLaughlin | **Pupil Care and Welfare Officer** |
| **Support for Learning** |  |
| Ms Alison Colquhoun | **Acting PT SFL** |
| Ms Kasia Semik | **SFL Teacher** |
| **Learning Assistants** |  |
| Mrs Beth Ellis |  |
| Miss Kimberley Falconer |  |
| Mrs Alison Glen |  |
| Mrs Kirsty Harley |  |
| **The Learning Centre (TLC)** |  |
| Miss Kat Brack | **Lead Teacher TLC** |
| Mrs Claire Hoyland | **Learning Assistant TLC** |