



# Kirkstall St Stephen's

Church of England Aided Primary School  
Headteacher: Mr P Sheppard  
<http://www.kirkstall-st-stephens.leeds.sch.uk/>  
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Kirkstall  
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10th February 2022

## Dates for your diary

| Event  | Date                                   |
|--|--|
| <b>Training day - School closed for pupils</b> | <b>Friday 11<sup>th</sup> February</b> |
| Year 2 trip to Skipton Castle                  | Wednesday 16 <sup>th</sup> February    |
| Break up for half term                         | Friday 18 <sup>th</sup> February       |
| Return to school                               | Monday 28 <sup>th</sup> February       |

## Attendance & Punctuality

The class with best attendance over the last week is Year 3 with 96.79%. The most punctual was Year 5.

## PTA Mothering Sunday Card Deadline

Your child should have brought home a design for the PTA Mothering Sunday cards. If you would like to order cards, coasters or mugs with these designs on please return your orders with money by next Wednesday 16<sup>th</sup> February at the very latest. Orders received after this date cannot be processed.

## Next Parents' Evening

The next parents evening will be held on the 15<sup>th</sup> and 17<sup>th</sup> March. Further details to follow.

## Vacancy

We have 2 vacancies in school one is for a Lunchtime Supervisory Assistant and another for a cleaner. We are looking to employ one person for both jobs but may be open to splitting it for the right candidates.

Lunchtime Supervisory Assistant    8.75 hours per week term time only  
Cleaner    10 hours per week all year round contract

Both positions will be on NJC scale A1 point 2 @ £9.50 per hour, paid monthly on 16<sup>th</sup> of each month

Anyone who is interested in either or both vacancies should complete a Leeds City Council application form and return it to Mrs Skelton in school by Thursday 17<sup>th</sup> February before 12 noon. For any further information please see the school website

[www.kirkstall-st-stephens.leeds.sch.uk](http://www.kirkstall-st-stephens.leeds.sch.uk) or call into the office for an application pack.

**Mr P Sheppard**  
**Headteacher**