



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Education management circulars

Education management circulars will be issued from time to time to state the policy of the education service on certain points or to give instructions on the procedures to be adopted or the courses of action to be followed in certain circumstances. Circulars must therefore be preserved and filed for easy reference by all members of staff.

Every circular will carry an appropriate number and should be inserted in order in the file supplied. The file should be kept permanently in your establishment together with the log book and one further copy should be maintained in a position readily accessible to your staff.

A copy of the current education management circulars can also be downloaded from:

www.argyll-bute.gov.uk/content/freedomofinformation/education/schools/standardcirculars

If at any time the terms of an education management circular are amended, a revised circular will be issued to replace the obsolete one, and this will be highlighted to you.

Yours sincerely

Executive Director of Community Services

March 2010