



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Correspondence

To aid the effective administration of the education service, correspondence to this office should be addressed to the appropriate head of service. Letters should be addressed to:

Name of head of service
Argyll House
Alexandra Parade
Dunoon
PA23 8AJ

Fax number 01369 708584

In addition to this form of message transmission the opportunity arises to use the e-mail facility. Please refer correspondence to the appropriate head of service. General enquiries can be made to school support at:

schoolsupport.enquiries@ea.argyll-bute.sch.uk

In all correspondence responding to requests from the education office please quote any reference code supplied.

Please inform the appropriate head of service if you have made a written request to this office and you have not received a response within 10 working days.

Yours sincerely

Executive Director of Community Services
March 2010