



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Official openings and inaugural functions

Following the occupation of a new school or pre-5 establishment it is customary to have an official opening ceremony. Similar formal events are arranged to mark the completion of major extensions, significant refurbishments, and certain school mergers and relocations, particularly where substantial investment has been made in modifications to the campus which is continuing in use.

Arrangements for official openings and inaugural functions, which will be mounted within modest cost limits, will be made by the responsible member of the education staff in consultation with the head of establishment and in conjunction with appropriate staff colleagues. Procedures will be initiated by the education office.

Yours sincerely

Executive Director of Community Services
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