



## Community Services: Education

Argyll House  
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To: Heads of all Educational Establishments

Dear Colleague

### **Visits to educational establishments by elected members**

#### 1 Introduction

There are occasions when elected members may wish to visit educational establishments and conversely heads of establishments may wish to invite members to visit their establishment. In such instances protocol should be followed to ensure minimum disruption to the learning and teaching process.

#### 2 Responsibilities

In considering a visit the elected members should first contact the School Services Support Manager (01369 708509) to discuss an agenda for the visit and arrange a mutually convenient date and time. The School Services Support Manager will discuss the visit and its purposes with the head of establishment prior to making arrangements.

Prior to extending an invite to an elected member to visit their establishment, the head of establishment should in the first instance discuss their intention with the appropriate head of service.

Yours sincerely

Executive Director of Community Services  
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