

Today's Date



John Devine M.A. (Hons); M.Ed; SQH  
Headteacher

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Guardians Title Guardians Surname  
Guardians Address

Dear Guardians Salutation

I write to inform you that **Child Known As** has been found smoking in/around school premises on a number of occasions. We realise that **Child Known As** has opted to engage with the school nurse to address this. We will continue to inform you of continued smoking on school premises and we appreciate your support with this.

If you would like to discuss this further please contact SMT on 01887 822300.

Yours sincerely

**Mrs Gatehouse**  
**DHT**

