



# MANAGEMENT CIRCULAR

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Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

**October 2018**

Management Circular No.1

To Heads of all Educational Establishments

## **School Administration Management Circulars**

Management Circulars will be issued by Education Services from time to time to state the policy of the Education, Skills and Early Years City Policy Committee on certain points or to give instructions on the procedures to be adopted, or the course of action to be followed, in certain circumstances.

Management Circulars must therefore be available, via the internet, for easy reference by all members of staff at an educational establishment. As the Management Circulars are updated on a regular basis it is no longer appropriate to retain paper copies and all staff should be referred on-line to ensure accuracy of information. Some of the forms that must be used can be completed and returned electronically.

Thank you for your co-operation.

Maureen McKenna  
Executive Director of Education