

Our Ref: PR  
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Date: 11<sup>th</sup> January 2017



**Head Teacher**  
Mrs. Karen Greechan  
**St Michael's Primary School and  
Nursery Class**  
Burnbrae Avenue  
Moodiesburn  
G69 0ER

Dear Parent/Guardian  
**Communion Retreat**

As you will be no doubt aware our Primary 4 children will receive their First Holy Communion this year.

The Communion Retreat will be held on Tuesday 7<sup>th</sup> February 2017 at Holy Family Parish Centre, Mossend. The trip is open to all our Primary 4 children to attend whether they are receiving the Sacrament or not. The bus will leave the school at approximately 9.15am and return in time for the children going home at 3pm.

The cost of the Retreat will be subsidised by the school, however the cost to be paid by each pupil is £7.

**Children should take soft shoes with them as outdoor shoes are not permitted in the premises.** Please supply your child with a packed lunch, any child entitled to a free school meal will be provided with a packed lunch.

Unless you notify us in writing we will assume that permission is granted for your child to attend this event. Your child will be issued with an emergency contact form before the event which must be completed and returned to the school.

Yours sincerely

A handwritten signature in blue ink, appearing to read "K. Greechan".

Mrs Karen Greechan  
Head Teacher

*Executive Director, Education, Skills and Youth Employment,, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB  
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