

Our Ref: HC  
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Date: 08/03/2018

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

Dear Parent/Carer,

### Arrangements for Spring Showcase

In order to comply with Health and Safety Regulations and ensuring the well being and safety of all persons within the school, may I remind you that all prams and buggies need to be parked in a designated area which does not compromise safety. They may be parked on the pathway outside the main office door, however not immediately outside the red front doors as this is a major fire exit and parking buggies in this area poses a major fire hazard.

Should you find it absolutely necessary to bring a pram to the concert I can arrange for one of the classrooms to be opened where it is warm and dry. However, items are left at your own risk. Please ensure your child is not left unattended within this area.

Thank you for your co-operation in this matter.

Yours sincerely



Mrs Karen Greechan  
Head Teacher

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

Awarded for Excellence

