



# Cedarbank School

**HEAD TEACHER: Ms Ann M. O'Hagan**

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AL/JW

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Dear Parent/Carer,

Thank you to those who have raised the issue of having to complete an individual EE2 consent form for every Cedarbank School outing. I am delighted to report that we have resolved this issue.

We are now able to send one EE2 for completion for all day trips throughout the school year. This EE2 will be retained in the school office. It is vital that you inform the school office of any changes to your son/daughter's circumstances during the year.

Parents/carers will still receive a letter home for each day trip informing them of the details of that activity.

Attached you will find an EE2 which we ask you to complete for all remaining day trips for this school year. Please return it to the school as soon as possible.

We hope this new process will be much easier for families. Please do not hesitate to contact me if there is anything you would like to discuss.

Yours sincerely

Alison Lindsay  
Depute Head Teacher



West Lothian Council



Edinburgh and Lothians  
Stage One 2007-2010



Award 2010



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