

Candidate name

Centre Number

STAFF MEETING NORTH SITE

**The next meeting of the Adult Education Department will be
held in Room 13**

on

(insert date for 1 week from today)

The meeting will start at 11.30

**If you are unable to attend, please contact Mavis
Hershaw on extension 854**

Candidate name

Centre Number

STAFF MEETING SOUTH SITE

**The next meeting of the Adult Education Department will be
held in Room 101**

on

(insert date for 1 week from today)

The meeting will start at 9.30

**If you are unable to attend, please contact Anne Lewis
on extension 421**

Candidate name

Centre Number

STAFF MEETING WEST SITE

**The next meeting of the Adult Education Department will be
held in Room 51**

on

(insert date for 1 week from today)

The meeting will start at 2.00

**If you are unable to attend, please contact Corinne
O'Connor on extension 176**