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## MEMO

|                 |                                |
|-----------------|--------------------------------|
| <b>TO:</b>      | <b>ARCHBISHOP WILSON</b>       |
| <b>FROM:</b>    | <b>ALLAN DOOLEY</b>            |
| <b>DATE:</b>    | <b>22 SEPTEMBER 2003</b>       |
| <b>SUBJECT:</b> | <b>ST ANN'S SPECIAL SCHOOL</b> |

Dear Archbishop Wilson,

Please find attached the letters for your signature. Tony Fuller has checked the final copy format for each of the letters and we have checked these letters carefully in regard to each student and family. We will again check all the letters tomorrow before placing in envelopes. Should we find any errors in this final check I will be in further contact.

The letters are in categories as follows:

- 1A, 1B, 2 and 3 and a new category of 3B has been established relating to Category 3 families where the student has died.
- There is also a separate letter to NF NE (Category 1). This relates to MX their son, who died in RED ACT
- There is a separate letter to ME (Category 1B) with a brief letter to her Mother which attaches a copy of the letter sent to ME
- Finally, I have attached one copy of the 'form of acceptance' statement and the 'explanatory notes' to go with each of the letters of offer for payment. The *form of acceptance* will be personalised with the name of each student rather than using the word *student* as in the draft attached.
- It would be appreciated if you could sign the letters using blue ink.

I will have my mobile with me tonight, 0417 833 435 should you wish to discuss any of these letters.

Regards,

Allan.