

1st October, 1981

Mr. BLS,

REDACTED

Dear Mr. BLS:

I write on the recommendation of John Bugg, Master of Highton, to offer you a post at Highton from the beginning of Term 1, 1982. On the basis of what John Bugg has said about you, I believe that you will have a lot to contribute to the life of the school at Highton.

I am enclosing a copy of the Conditions of Service. It is our custom to ask that anybody appointed to a job with us should acknowledge that he has received and understood these conditions. Such an acknowledgment is taken to be the formal contract, as it were, between a new teacher and the school. It is also customary, when a new appointment is being made, to emphasise that teachers are appointed to the staff of the school as a whole, with employment at one of the campuses in particular in mind. The school does reserve the right, where appropriate, to ask a teacher to move to another part of the school. I am also enclosing a copy of the basic salary scale. You will be able to work out roughly where you fit on that scale. But your precise place on the scale will be determined by the information which you supply on the form (also enclosed) headed Application for a Teaching Position.

I look forward to hearing from you.

Yours sincerely,

(J. E. Lewis)  
HEAD MASTER

Encl: