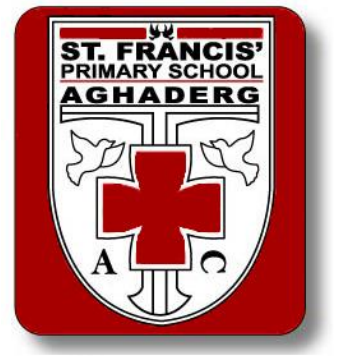



***ST FRANCIS' PRIMARY SCHOOL***

24 Donard View Road  
Loughbrickland  
Banbridge  
Co. Down  
BT32 3LN



 028 4062 8044

E.Mail: [info@stfrancis.aghaderg.ni.sch.uk](mailto:info@stfrancis.aghaderg.ni.sch.uk)

8/1/24

Dear Parents and Guardians,

We are receiving an increased number of requests to witness signatures and confirm photos for passports. We are happy to complete these for pupils' families but would ask that these are left in to the office for completion when we have the opportunity to. They will be sent home with pupils in the folders/ envelopes you have provided.

In order to make this process as efficient as possible, I would also ask that parents add the school address to both sections of the 'witness' section as given below:

**St. Francis PS Aghaderg**

**24 Donard View Road**

**Loughbrickland**

**Bt323LN**

**02840628044**

Please do not fill in the profession or the date as this may result in the form being incorrect and sent back to you.

Thank you.

S. McKeown

Principal