

H.M.S. GANGES,  
Ipswich,  
Suffolk.

Tel: - Shotley 244

Dear Sir/Madam

Your boy has now arrived safely at Shotley.

He will be here under training for about a year, of which he will spend the first five weeks among boys who have joined with him in a separate part of the establishment known as the Annexe, in order to get him used to naval routine and give him time to settle down. Here he is put into the class for which he is best suited, is introduced to naval discipline, has a full medical and dental examination, and is vaccinated.

When this preliminary period is completed he will join the main establishment, where he will receive instruction in subjects which include school work, seamanship or communications, gunnery, physical and recreational training, and religious knowledge. He will be able to play games most afternoons.

Each term in H.M.S. GANGES normally lasts fourteen or fifteen weeks, and while your boy is serving here he will be granted 21 days long leave at the end of each term.

Local leave is granted from 1.15 p.m. to 8.45 p.m. to a boy when he is visited by his relations. Such visits should be confined to Saturday or Sunday, and should not be made for six weeks after your boy has joined, as this initial period is a particularly busy and important one for him.

A self explanatory consent form to the Mantoux Test is enclosed for your completion and return. A sheet giving details of boy's pay is also enclosed.

If you are visiting this district you are welcome to come and see the establishment; the afternoon is the most suitable time if you come on a weekday. If you come on a Sunday, any time after 9 a.m. is convenient. Sleeping accommodation for parents is not available in the establishment, although it can be arranged in emergency. Your boy can however always obtain from his divisional officer a list of suitable hotels and boarding houses in Ipswich.

Should you find it necessary to write about your boy at any time, your letter should be addressed to the Captain, H.M.S. GANGES and not to me by name.

Yours faithfully,

CAIRNS,

(Captain The Earl Cairns, Royal Navy.)