

26 May 2011

Dear Colleague

Summer Term 2011 Headteachers' Half Day Meetings with the Director of Children's Services

The next half day Headteachers' Meetings for the Summer Term will be taking place as follows:

| DATE | VENUE | TIME |
|------------------------------------|--|--------------------|
| Monday 20 th June 2011 | Great Yarmouth Racecourse, Jellicoe Road, Great Yarmouth, NR30 4AU | 9.00 am – 12.30 pm |
| Tuesday 21 st June 2011 | Barnham Broom Hotel, Barnham Broom, Norwich, NR9 4DD | 1.00 pm – 3.30 pm |
| Monday 27 th June 2011 | Dereham Town Football Club, Aldiss Park, Dereham, NR20 3PX | 9.00 am – 12.30 pm |
| Monday 4 th July 2011 | West Norfolk Professional Development Centre, Kilhams Way, King's Lynn, PE30 2HU | 9.00 am – 12.30 pm |

Please note: Morning Meetings - Refreshments will be provided at 8.45 am.
Afternoon Meetings – Refreshments will be provided at 12.45 pm.

Please confirm your attendance with Michelle Smith, michelle.smith@norfolk.gov.uk or on 01603 222994. It is likely that you will get the most from the meeting if you were able to attend the one relevant to your location. If this is a problem you may like to consider sending your deputy or attending a meeting in one of the other locations.

An agenda will be sent out nearer the time. If you need a map/directions for any of the venues please contact Michelle.

Lisa Christensen and her team look forward to seeing you.