

Pupil Access & Support Services
SEN Finance & Development
Carrow House
301 King Street, Norwich
NR2 4SL

Tel: 01603 224007
Fax: 01603 224006
Minicom: (01603) 223833
Email: michaela.price@norfolk.gov.uk

Please ask for: Michaela Price

Your Ref: SEN Audit Training Sessions 2003

Contact Number: 01603-224021

My Ref:

1st September 2003

Dear All Headteacher of Norfolk Schools

RE: Awareness Raising Sessions for the SEN Audit 2003

I am writing with regards to awareness raising sessions for new Headteachers & SENCOs in respect to the SEN Audit. These sessions will provide an opportunity to familiarise yourselves with the process and to meet with colleagues in the Area who have experience in the SEN Audit Moderation.

It is important that where Headteachers & SENCOs are new to the job that they have an opportunity to access these sessions. I hope that it will provide them with both knowledge and support in completing the SEN Audit process.

The dates for the training sessions are as follows;

12th September 2003 – Norwich Professional Development Centre – 4.30pm to 6.30pm

17th September 2003 – Caister High School – 4.00pm to 6.00pm

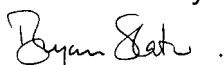
22nd September 2003 – Western Professional Development Centre – 4.00pm to 6.00pm

30th September 2003 – Fakenham Junior School – 4.00pm to 6.00pm

8th October 2003 – Charles Burrell High School – 4.00pm to 6.00pm

Thank you for co-operation.

Yours sincerely



Dr. Bryan Slater
Director of Education