

Letter to all secondary schools

**Re: THE MATTHEW PROJECT ASSEMBLIES**

This is to inform you that I have commissioned The Matthew Project to develop drug education assemblies and make them available to each high school in the county. I do hope that your school will take part in the scheme which is part of an on-going effort to improve the quality, quantity and scope of drug education in Norfolk.

The Matthew Project will contact you shortly to discuss the possibility of visiting your school and to arrange a mutually convenient date. The Youth Workers delivering the assemblies can be flexible to some extent but you need to consider the following:

- The assembly will be aimed at year 7 or year 8
- For maximum effect, the assembly will take 20-30 minutes to deliver
- Audience size should be restricted to one year group

A trial assembly was delivered to year 8 students at Hamond's High School in Swaffham and was evaluated by staff, students and myself. Clearly, however, you (or a year head etc) will wish to discuss details, content etc with the Youth Workers when you book them. We will ask your school to evaluate the assembly and this will help determine whether or not these assemblies are offered in future years.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Gibson'. The signature is written in a cursive, flowing style with a long vertical line extending downwards from the end.

Barry Gibson  
School Drugs Adviser