

Dear Headteacher (Please can you pass to your pastoral team)

Please be advised that we are running [Kidscape ZAP training](#) for young people in Years 7 -10 who have been bullied on Tuesday 25<sup>th</sup> October between 9.30 - 3.30 pm at **East City Children's Centre, Cavell Primary, Duckett Close, Norwich, NR1 2LR**. The course teaches children the assertiveness skills needed to deal with bullying . It is based on the Kidscape ZAP assertiveness training course. Please advise your staff and let them know that if they are interested in referring any children for this course they will need to get parental permission and complete and return the attached form **by post**.

We will be providing pizza for lunch at 12.45 pm and if they can, we would like parents to join from lunchtime onwards. We will meet with parents separately to discuss any of their concerns and explain the programme. Parents also need to know that they need to make their own transport arrangements for dropping off and collecting their children. We will send parents a map of how to get there.

I am attaching details of the benefits of ZAP training on the ZAP flyer, an [application form](#) and [map](#) of how to get to Cavell Primary.

Please can you ask staff to:

1. Decide on the young person they feel would benefit and discuss with them and parent. Young person and parental agreement is essential. Parents (and young person) should be given a copy of the DCSF Flyer for schools (see attachment) and be informed that they are welcome to attend from lunch onwards i.e between 12.45 - 1530. Please note on the form which parents are attending.

2. Complete the application form and send to Rita Adair at Room 117, First Floor, County Hall, Martineau Lane, Norwich, NR1 4HT **to arrive no later than Friday 14<sup>th</sup> October 2011** so we can have time to inform those who are successful that they will be attending . **PLEASE NOTE APPLICATIONS SHOULD NOT BE COMPLETED ONLINE BECAUSE WE CANNOT ENSURE CONFIDENTIALITY THIS WAY.**

**Please also note that staff who have been trained in ZAP skills are welcome to support the session - please email Rita if interested in doing this.**

Any queries on the training please direct to Rita Adair on [rita.adair@norfolk.gov.uk](mailto:rita.adair@norfolk.gov.uk)  
Rita can be contacted on 01603 307567