


Bryan Slater
Director of Education

Distribution

**Headteachers of
all Norfolk Schools**

action

This document needs your **action** as detailed below:

ACTION	Title	NORFOLK SUPPORT LINE		
	Summary of contents	All eligible teaching staff in Norfolk schools are able to access the Staff Counselling Scheme, Norfolk Support Line. Separately, you also have the option of purchasing this service for your non-teaching staff out of your school budget. Education Personnel Services require notification of this if you wish to do so, as well as the amounts of publicity materials you will need for distribution to staff. The attached letter gives details of this service and how to request supplies of publicity materials.		
	Associated documents	MI 74/00 MI 40/01		
	Date	May 2003		
	Summary of action required	<ul style="list-style-type: none"> To read the attached letter and information and to return the Purchase Form to Education Personnel Services, where appropriate. This form can also be completed and submitted electronically via Esinet. To remind all eligible teaching staff that they are covered by the scheme. 		
	To be completed by	31 st May, 2003		
	LEA Contact	Virginia Wakely Senior Admin Officer		01603 223482
	E-mail address	virginia.wakely@norfolk.gov.uk		
	Norfolk Self Review reference	1. How well is the school led and managed? 2. How well does the school use its resources?		
	Document reference	MI		

This Management Information sheet may be found on ESINET at the following address:

<http://www.esinet.norfolk.gov.uk/cadmin/misheet/>