

My ref: SENCO/SL/sb
Date: 1 September 2003

Please ask for: Sue Berrisford
Email: sue.berrisford@norfolk.gov.uk

The SEN Coordinator (***names and addresses will be inserted from database***)
All Norfolk Schools

Dear Colleague

SEN COORDINATOR'S DETAILS

It is now some time since I gathered the names of SEN Coordinators across Norfolk. I would like to check that information we have is still correct. This will enable me to contact named individuals if the need arises.

I would be grateful if you could check the information below. If the name of the SEN Coordinator is correct, you need do nothing. If we do not receive a response we will not change your details. If the details are incorrect, please return the slip below, or email the revised details to sue.berrisford@norfolk.gov.uk

Thank you for your help with this matter. Please remember that a nil return confirms that the details are correct.

Yours sincerely

Steve Lord, Senior Adviser for SEN

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SCHOOL: (*inserted field from database*)

SEN Coordinator: (*inserted field from database*)

The above details are incorrect. Our SENCO is now:

Title:_____ **Forename:**_____ **Surname:** _____

Please return to:
Sue Berrisford

Professional Development Centre, Woodside Road, Norwich, NR7 9QL
Fax: 01603 702106 or email the SENCO's name to: sue.berrisford@norfolk.gov.uk