

Norfolk Education Advisory Services
Professional Development Centre
Woodside Road
Norwich
Norfolk NR7 9QL

Director of Education: Bryan Slater

Tel: (01603) 433276

Fax: (01603) 700236

Email: advisory.service.edu@norfolk.gov.uk

Your Ref:

Our Ref: FM/lp

Please ask for: Fiona Musters

2 December 2003

Email: fiona.musters@norfolk.gov.uk

**To all schools with a Foundation Stage
Infant, First, Primary, Special
And Independent Schools**

Dear Colleagues

The Early Years Childcare and Development Plan 2002/03 includes a number of important targets that relate to schools and, in particular, practitioners who work with children in nursery and reception classes.

They are as follows

Target 13

To ensure that all practitioners delivering the Foundation Stage have access to an average of four days training and development per year by 2004. (The DfES Foundation Stage training budget has enabled us to offer in excess of four thousand free training places in this financial year.)

Target 15

To ensure that by 2004, all qualified teachers involved in delivering the Foundation Stage have undertaken appropriate training and development to improve their specialist knowledge.

As 2004 is fast approaching, it would seem a good time to review with schools the progress we have made over the last few years in meeting these targets.

The appropriate training and development for practitioners within the Foundation Stage may have been achieved in a variety of ways.

Cont



2 December 2003

For example

- attending training courses and conferences
- registration to achieve the Quality Assurance Kitemark
- bought in advice and support from Norfolk Education Advisory Services
- attending local cluster meetings with a Foundation Stage focus
- employment of an advanced skills teacher to support a practitioner
- attending twilight information sessions on the new Norfolk assessment document
- other school based training which you may have organised within your own school

I would be grateful if you could complete the very brief questionnaire and return it to Lisa Poploski/Lil Lathrope as soon as possible. The information received will enable us to target our support for further professional development in the coming year.

Yours sincerely

Fiona Musters
Primary Adviser

Enc

DfES Strategic Target 15 Questionnaire

How many Foundation Stage teachers are employed in your school?

In September 2003

From January 2004

Have all teachers undertaken appropriate Foundation Stage training and development activities between 2002/03? (The DfES guideline is that each practitioner should undertake the equivalent of four days training over a year.)

Yes / No

If No, are there special circumstances?

Do you have plans for each practitioner to undertake four days training over the next year?

Yes / No

Are there any ways in which the Norfolk Education Advisory Services could help you further?

Please return to –

Lisa Poploski/Lil Lathrope, Norfolk Education Advisory Services, Woodside Road,
Norwich NR7 9QL