

Children's Services  
Norfolk Education Advisory Services  
Professional Development Centre  
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Please ask for: Robin Ings

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Contact Number: 01603 433276

Your ref:

Email: [robin.ings@norfolk.gov.uk](mailto:robin.ings@norfolk.gov.uk)

My ref: MHH/MS

25 April 2005

Dear Headteacher

### **4 + 1 Day Mathematics Course**

As part of the Primary Strategy support for schools in Norfolk during the year September 2005 to August 2006, we are offering all schools the opportunity to send one or two members of staff to a 4 + 1 day Mathematics course.

This course is an adaptation of the original 5-day mathematics course. It consists of two blocks of 2-days centre-based training, one half-day in school after the first block of training and a final half-day follow up in school after the second block. Hence, it is known as the 4 + 1 day course. There is no course fee and supply cover @ £150 per day will be reimbursed to your school's budget following attendance. Regrettably, we are unable to provide any travelling expenses, which if necessary will have to be met by the school.

The KS2 version of the course is aimed at teachers in Y3, 4, 5 and 6 (and also suitable for teachers in Middle Schools in Y7) who have not previously attended mathematics subject knowledge training provided through the Primary or Numeracy Strategy. **Preference must** be given to newly or recently qualified teachers, returners to teaching, teachers from overseas or less experienced teachers.

The KS1 version of the course has been specifically adapted for teachers in Reception, Y1 and Y2 and again **preference must** be given to newly or recently qualified teachers, returners to teaching, teachers from overseas or less experienced teachers.

For each KS1 and KS2 course, there are 2 different venues and dates to select from. Please complete the attached application form and return by Friday 27<sup>th</sup> May. Please ensure that your reply is fully complete with:

Name of the attending teacher(s). (If you are not able to provide a name at this point, please still book your place and indicate that this information will follow).

Details of the attending teacher(s) i.e. NQT, RQT, OT, Yr group taught etc

Course reference number

We are also trying to determine the need for provision of future 4 + 1 day courses. It would therefore be helpful if you could indicate the number of teachers in your school who have yet to take part in this training (include in this figure any teachers who are applying for the course now).

Finally, please note that places are limited, and although we will try to accommodate all requests from those schools who respond, we cannot guarantee that your school will be successful. If you have not received confirmation by the end of the summer term, please assume that your application was not successful.

Should you have any queries regarding the content of this letter, please feel free to contact me on 01603 433276.

Yours sincerely

Robin Ings  
Primary Strategy Adviser – Numeracy

### 4 + 1 Day Maths Course 2005/6 – Reply slip

<b>School Name</b>	<b>Inset Code</b>
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Course	Course Ref no	Venue	Dates
KS1	5MN039	Easton College	17/10, 18/10, 3/11, 4/11
KS1	5MN040	Healthy Living Centre, King's Lynn	21/11, 22/11, 5/12, 6/12
KS2	5MN041	Easton College	10/10, 11/10, 31/10, 1/11
KS2	5MN042	WNPDC	17/11, 18/11, 11/1, 12/1

Name of attending delegate(s):

<u>Title</u>	<u>First Name</u>	<u>Surname</u>	<u>Course ref</u>	<u>**Add info (see below)</u>

**\*\*Additional Info – please specify details about teacher ie NQT, RTQ, OT, Yr group, less experienced etc**

Number of teaching staff who have not yet attended a 4 + 1 day course:

**Please return this booking form to:**

Michelle Smith, Norfolk Education Advisory Services, Professional Development  
Centre, Woodside Road, Norwich NR7 9QL **by Friday 27<sup>th</sup> May 2005 please!**  
Fax: 01603 700236