



June 26, 2002

**TO ALL HEADTEACHERS OF LEA SCHOOLS**

Dear Headteacher

Over recent years we have successfully made a special courier delivery during the holiday to ease the volume of post at the start of the Autumn term. Providing there is sufficient demand, we intend to operate the service again this year. It is proposed that the delivery will be made on the 12th and 13th August. If you would like your school included in the scheme, please return the slip at the bottom of the letter by the 2<sup>nd</sup> August. Arrangement should be made to ensure that the courier has access to your delivery point and that a member of staff is available to collect the package.

***If I do not hear from you I will assume that you do not want an August post and that you require delivery at the start of the Autumn term. THIS WILL BE 2nd AND 3rd SEPTEMBER.***

Yours sincerely  
Janet Evans  
Central Administration

**NAME OF SCHOOL:** \_\_\_\_\_

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I require a delivery during the Summer holiday period. I confirm that arrangements can be made to receive a package on my **USUAL** delivery day

(i.e. **Monday** 12th

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**Tuesday** 13th

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I do not want a delivery until the Autumn term, **2<sup>nd</sup>/3rd September.**

**SIGNED:** \_\_\_\_\_ **HEADTEACHER**

**PLEASE RETURN TO: JANET EVANS, ROOM 19, COUNTY HALL BY 2nd August**

**Or E-mail** [Enquiries.edu@norfolk.gov.uk](mailto:Enquiries.edu@norfolk.gov.uk)

