

Norfolk Education Advisory Services
Professional Development Centre
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Your Ref:

Our Ref: JS/kr

Please ask for: Kim Read

23 February 2004

Email: julia.stephens@norfolk.gov.uk

**To: Heads of Modern Foreign Languages Departments in Secondary Schools,
Special Schools and Sixth-form Colleges.**

Dear Colleague

Re: Foreign Language Assistants 2004/2005

I am writing to confirm how you can apply, via the LEA, for the services of a Foreign Language Assistant(s) for 2004-2005. You will already have received a flyer from the British Council outlining the scheme.

It is possible for establishments to share Assistants. If this is the case, the following rules should be applied:

- a host establishment is identified
- the host establishment arranges/co-ordinates timetables etc.
- any additional travel costs are borne by the schools/colleges
- sharing between more than two institutions should not normally happen
- the host establishment arranges appropriate accommodation

Secondary schools may wish to approach their feeder middle schools to explore the possibilities of shared arrangements. Sharing between high schools and special schools is another possibility.

An induction and training programme for the FLAs will take place in the Autumn Term. This will consist of two days, with a further half-day meeting in May, for evaluation and feedback purposes. Although participation in this programme is optional, experience has shown how valuable and helpful such training days are for the FLAs, in preparing them for their responsibilities and their work with pupils and students.

If you wish to employ a FLA in 2004-2005, please complete the enclosed form and return it to Kim Read by **3rd March 2004**. This will enable me to make an initial application to the British Council, on behalf of the LEA, by the 5th March.

continued



I realise that financial decisions about next year's funding may not yet be finalised in many schools, but a statement of intent or provisional application is better than not expressing an interest at all at this stage.

Yours sincerely

Julia Stephens

Julia Stephens
Adviser, Modern Foreign Languages.

APPLICATION FORM

**FOREIGN LANGUAGE ASSISTANTS
IN NORFOLK 2004/05**

(To be completed by establishments wishing to employ a FLA
in 2004-2005, through the LEA Scheme)

This application is definite/provisional (*please indicate)

1. Name of School/College: _____

2. Language required: _____

3. Do you have any specific requirements you would like to be considered? **YES/NO**

4. Is it intended to share the Assistant? **YES/NO**

If YES, please give details of how, **including name of host establishment.**

5. Do you accept the full financial commitments i.e. salary payment,
employer's on-costs, additional travel for sharing purposes etc? **YES/NO**

6. Do you wish for the Assistant(s) to participate in the induction and
training programme? **YES/NO**

7. Name of member of staff responsible for supervision of Assistant.

Signed: _____ Date: _____
(Head/Principal)

Please return to: Kim Read, Norfolk Education Advisory Services, Professional
Development Centre, Woodside Road, Norwich, NR7 9QL by **3rd March 2004**