

12 January 2007

To: All Headteachers

Dear Colleague

Spring Term 2007

Central Area Headteacher Meeting – Change of date

I am writing to let you know that the Spring Term Central Area Headteacher meeting at Easton College on 28 March 2007 has been rearranged as it would have clashed with a conference on that day. The meeting will now be held on **Friday 30 March 2007**. I apologise for the change and hope that you will still be able to attend. If this is a problem you may like to consider sending your deputy or attending a meeting in one of the other areas and I have attached further details of these meetings.

Please could you confirm with Michele Herring on 01603 224294 or by email at michele.herring@norfolk.gov.uk which meeting you will be attending. Thank you to those headteachers who have already contacted Michele Herring with their preferred date.

January 2007

Dear Colleague

Spring and Summer Term 2007 Headteachers' Half Day Meetings with the Director of Children's Services

The dates for the **Spring Term 2007** meetings are:

Venue	Date
West: PDC – King's Lynn	Wednesday 28 February 2007
South: ILPH – Snetterton	Wednesday 14 March 2007
North: Fakenham Racecourse – 1 st Floor, Prince of Wales Rm, New Stand	Wednesday 21 March 2007
East: Great Yarmouth Racecourse	Friday 23 March 2007
Central: Easton College Sports and Conference Centre	Friday 30 March 2007

Please could you confirm with Michele Herring on 01603 224294 or by email at michele.herring@norfolk.gov.uk that you will be attending your area meeting.

For your diary, the dates for the **Summer Term 2007** meetings are:

Venue	Date
Central: Easton College Sports and Conference Centre	Wednesday 6 June 2007
East: Great Yarmouth Racecourse	Friday 8 June 2007
West: PDC – King's Lynn	Wednesday 13 June 2007
North: Fakenham Racecourse – 1 st Floor, Prince of Wales Rm, New Stand	Friday 15 June 2007
South: ILPH – Snetterton	Friday 22 June 2007

Each meeting will commence at 9.30 am with refreshments from 9.00 am so that any cluster groups can use this as an opportunity to meet beforehand if they wish to do so. Refreshments will also be served mid morning, with finishing time expected to be 12.30 pm.

Lisa Christensen and her team look forward to seeing you.