

Planning & Transportation Department  
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Please ask for: Customer Services  
Contact Number: 01603 223800

Your Ref:  
My Ref: T/Admin/Inset

Thursday, 12 June 2003

Dear Headteacher

### **Inset Days and Other School Closures**

Please find attached a form for Inset and School Closure Days for September 2003 to July 2004. I would appreciate it if you would complete and return one form to us with details of your Inset and School Closure Days by Friday 18 July 2003.

If you have not yet arranged all your Inset Days, please inform us in writing of the additional dates at least 28 days prior to the school closure.

May I remind you that it is very important for you to inform the **Passenger Transport Unit directly** when your school is closed. This is in addition to any other department you may provide the information to, such as the Eastern Education Advice Centre. If a contractor runs on a day when the school is closed and we have not been informed of the closure by yourselves then you will be charged for that day's transport.

If you have any questions then please have no hesitation in contacting me on the above number.

Yours sincerely

Admin Assistant  
Passenger Transport Unit  
**Encl**

## **Inset and school closure days 2003-2004**

**Name of School** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

The schools inset days are as follows:

<b>Inset day 1</b>	Monday 1 <sup>st</sup> September 2003 (Norfolk Schools)
<b>Inset day 2</b>	
<b>Inset day 3</b>	
<b>Inset day 4</b>	
<b>Inset day 5</b>	

If dates have not yet been decided, please advise the Passenger Transport Unit as soon as the dates are set.

Signed: .....Headteacher

Print Name: .....

Date: .....