

NEAS/LF/RL  
13<sup>th</sup> May 2003

Please ask for: Ray Leeke  
Email: Ray.leeke@norfolk.gov.uk

**To Headteachers in all Norfolk Primary Schools**

**Dear Colleague**

**LEADING FROM THE MIDDLE**

The National College for School Leadership advertised the above programme in the national press just before Easter, but unfortunately the timing involved meant that many schools were unable to respond. We have therefore arranged a session, in conjunction with the Eastern Region Leadership College, on Friday 23 May 2003, 1.45 - 3.30 pm, at Norwich PDC. Please find details attached. **Schools involved in the Leadership Programme of the Primary Strategy have priority access to this course.** To gain maximum benefit from the briefing, it would be advantageous for schools to send a senior manager and a key middle manager; however, schools may send other managers if they wish. The course is provided free of charge but we are unable to fund supply cover or travel.

We apologise for the late notice but nationally applications for this course open on 21 May and close early in June. As we have become aware of this, and the fact that schools did not receive sufficient notice in the national press, we have negotiated with the College to run this session for you. Please complete the enclosed pro forma and return to Anita Lee at Norwich PDC as soon as possible.

Yours sincerely

Ray Leeke (Principal Adviser)



National College for School Leadership

***Eastern Affiliated Centre***

## Leading from the Middle

Leading from the Middle is a programme of the National College for School Leadership. It is designed to enhance middle leaders' confidence and competence as school leaders by identifying and developing further their leadership and management skills in order that they can become more effective leaders of their teams and enhance their ability to contribute towards raising standards in school.

The first programme starts in September 2003 and schools involved in the Primary Strategy and in receipt of the Leadership Incentive Grant will have priority in the first intake.

A Briefing Session  
has been arranged at the  
Norwich Professional Development Centre  
Woodside Road, Norwich

On Friday 23<sup>rd</sup> May 2003  
From 1.45 to 3.30

### Programme

1.45 pm	Tea / coffee
2.00 pm	Welcome
2.05pm	Main presentation
2.50pm	Small group discussions
3.10pm	Questions and answers
3.30pm	Close

In the first intakes LfM is aimed at Subject leaders, Heads of department, Subject managers / co-ordinators, PHSE / Citizenship co-ordinators, Literacy / numeracy co-ordinators. Other middle leaders will be brought in to the programme later. As engagement in the programme is a cross-school commitment, attendance at the briefing by a member of the senior management team and a key middle leader would be advantageous.

The session is co-hosted by Norfolk Education Advisory Service and the Eastern Affiliated Centre and there is no charge for attendance.

Please ring.....if you wish to attend....?????

## **LEADING FROM THE MIDDLE PROGRAMME BRIEFING SESSION**

**Friday 23 May 2003, 1.45 – 3.30 pm  
Norwich Professional Development Centre**

I / we will be attending the above session:

***PLEASE PRINT***

<b>Title</b>	<b>Forename</b>	<b>Surname</b>	<b>Designation</b>

<b>Name of School:</b>	
------------------------	--

<b>Signed:</b>	
<b>Date:</b>	

***Please return to: Anita Lee, Professional Development Centre,  
Woodside Road, Norwich, NR7 9QL, fax 01603 700236, as soon as possible.  
Thank you.***