

Pupil Access & Community Services
Student Support
County Hall
Martineau Lane
Norwich
NR1 2DL

Minicom: (01603 223833)

Mr D Andrews

PACS/DA

01603 223493

28th March 2003

01603 223838

david.andrews.edu@norfolk.gov.uk

Headteachers of Schools with Sixth Forms
(copy enclosed for the Head/Director of Sixth Form)

Dear Headteacher

Learner Support Funds – Review of allocations for School Year 2002/03

When the allocations of Learner Support Funds for the current school year were announced last Autumn I mentioned that there would be a review towards the end of the Spring Term 2003 taking into account the level of spending for the year to date. The idea is that if it is evident that a school will not be able to use its full allocation, funds can be redistributed in a way that maximises the use of the total amount available.

I am therefore writing to enquire how much of your allocation has been spent during the first two terms of the current school year and how much you are likely to spend during the Summer Term 2003. Please can you provide this information on the enclosed form and return it to me by **14th April 2003**. This will enable revised allocations to be notified at the start of the Summer Term.

No information is required at this stage about numbers of applications and payments or the type of support provided. However this more detailed monitoring information will be required at a later date for the year as a whole. I will be sending you a separate form for this purpose in June 2003 for return by the end of the Summer Term. The information and analysis required will be the same as that provided after the end of the academic year 2001/02.

I am also taking this opportunity to remind you that the project code **ECLSFD** must be used to identify all payments from the Learner Support Funds. Some schools are still using the old code ECACFD which applied in the previous school year.

I am enclosing an additional copy of this letter and attachment for you to pass on to your Head/Director of Sixth Form.

Yours sincerely

David Andrews
Head of Student Support

cc Head/Director of Sixth Form

LEARNER SUPPORT FUNDS - DEVOLVED SCHEME
MONITORING OF EXPENDITURE FOR SCHOOL YEAR 2002/03

- The information on this form relates to expenditure from Learner Support Funds in the **school year 2002/03** (September 2002 to July 2003)
- Please return the completed form to the following address **by 14th April 2003** :-

David Andrews
Head of Student Support
Education Department (Room 34)
County Hall
Norwich
NR1 2DL

School/Sixth Form Centre

- 1. Actual total expenditure from Learner Support Funds for the Autumn Term 2002 and Spring Term 2003.**

- 2. Estimated expenditure from Learner Support Funds for the Summer Term 2003**

Signed

(Headteacher or Head/Director of Sixth Form)

Date