

**Amended Letter to all schools to be posted on the Schools Intranet this week**

6<sup>th</sup> October 2005

Dear Headteacher

**Seminars on Important Personnel Topics**

**PLEASE NOTE CHANGES TO DATES FOR VENUES BELOW – CAISTOR HALL HOTEL NOW ON 23<sup>RD</sup> NOVEMBER AND GEORGE HOTEL NOW ON THE 7<sup>TH</sup> DECEMBER, PLEASE SEE DATES BELOW. THANK YOU**

- **Sickness Absence Policy and Procedures**
- **New Dismissal, Disciplinary and Grievance Policies and Procedures**
- **Other Current Topics**

I am writing to invite you or one of your senior staff to a seminar that will take place in November and December 2005.

The dates and venues for these seminars are as follows:

Secondary 7<sup>th</sup> November: George Hotel **Swaffam**

Secondary 18<sup>th</sup> November: Caistor Hall Hotel, Caistor St. Edmunds, **Norwich**

Primary: 2<sup>nd</sup> November: Knights Hill Hotel, **Kings Lynn**

Primary: 9<sup>th</sup> November: Lynford Hall Hotel, **Thetford**

Primary: 15<sup>th</sup> November: Imperial Hotel, **Yarmouth**

Primary: 18<sup>th</sup> November: Caistor Hall Hotel, Caistor St. Edmunds, **Norwich**

Primary: 23<sup>rd</sup> November: Caistor Hall Hotel, Caistor St. Edmunds, **Norwich**

Primary: 25<sup>th</sup> November: Caistor Hall Hotel, Caistor St. Edmunds, **Norwich**

Primary: 29<sup>th</sup> November: Caistor Hall Hotel, Caistor St. Edmunds, **Norwich**

Primary: 1<sup>st</sup> December: Holiday Inn Norwich City Airport, Cromer Road, **Norwich**

Primary: 7<sup>th</sup> December: George Hotel, **Swaffam**

**All Seminars** start at 09.00 and finish at 13.00. There will be no charge for these seminars and a buffet lunch will be provided at 13.00. The seminars will be a mixture of presentations, discussions and working through case studies. Heads need to read the recently issued Sickness Absence Policy and Procedures in the Personnel Handbook and MI 79/05 dated 16/4/05 on Statutory Dismissal, Discipline and Grievance Procedures.

**Please note** that there are number restrictions at all these seminars and Heads must book in advance. If the numbers of schools exceed the number of places, further seminars will be organised in early 2006.

Application for a place should be sent by email to [eps.edu@norfolk.gov.uk](mailto:eps.edu@norfolk.gov.uk) giving your name, job title, school, telephone number, email address and dietary requirements and further details will be sent as soon your application has been received and accepted. **The closing date for receipt of applications is 1 week before the event.**

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