

## To Headteachers in all Primary, First, Middle and Junior Schools

Dear Headteacher

During the Spring Term 2004 members of the Norfolk Mathematics Team, together with four Leading Maths Teachers, are planning a trial run of three 'masterclasses' for mathematically able children currently in Y3 or Y4. The children need to be enthusiastic youngsters who are working at objectives significantly above their year group and who are good problem solvers, probably identified as being within the Level 4 (or 5) band on your school tracking system.

There are 50 places available, and we need a minimum of 20 to run the sessions. If the response is greater than 50 we will select schools at random, but will give preference where more than one child has applied from a school, to make transport arrangements more practical. Parents have been asked on the proforma whether they can offer transport to other children from the school: it would be very helpful if a member of your staff would co-ordinate this if necessary and also act as a named contact person for the Maths Team to call.

The workshops will give children opportunities to do some group/paired enrichment activities and to enjoy engaging with other young, able mathematicians.

The sessions will take place at Norwich Professional Development Centre, Woodside Road, Norwich on Saturdays between 10.00 a.m. and 12.30 p.m. on the following dates:

- 28<sup>th</sup> February 2004
- 13<sup>th</sup> March 2004
- 27<sup>th</sup> March 2004

We recognise that doing this activity at the Norwich Professional Development Centre limits access to children living within 'easy' reach of Norwich. However, if these trial workshops are successful and well received by the children and their parents we will be offering workshops in other areas of the county later this year, in order to ensure a wider access.

The sessions will be free of charge, and there is the expectation that the same children will attend on all three dates.

As you will need talk to the parents of your able children, enclosed is a sample letter containing all the relevant information that you might want to copy and give to them. Replies must come from the school on the form provided and should enclose the parental permission form for each child, these are enclosed with this letter. Of course, any interested teachers will also be welcome at the sessions.

This letter will have arrived in your school by 9 January 2004 and the final date for replies to Jenni Woodrow at Norwich Professional Development Centre is **30<sup>th</sup> January**

**2004.** Schools will be notified by 6<sup>th</sup> February 2004. Please keep this letter for reference, as it will not be re-sent as a reminder.

We look forward to hearing from you on behalf of your young mathematicians.

Kind regards

*Sue Crawford-Condie*

Sue Crawford-Condie  
Numeracy Adviser

Enc. Application Form

**Masterclass Applications: School Details**

Name of school:

Telephone number:

Headteacher:

Contact person on staff:

Name of child:

Year Group

Number of applications attached:

***Please return this, together with completed proforma for Parents/Carers  
to Norwich PDC to arrive no later than FRIDAY 30<sup>th</sup> JANUARY 2004.***

Dear Parents

Your child's teacher will have told you that during the Spring Term 2004, members of the Norfolk Mathematics Team together with four Leading Maths Teachers, are planning to run three 'masterclasses' for mathematically able children currently in Y3 or Y4 in Norfolk schools. We will offer them opportunities to do some group/paired enrichment activities and to enjoy engaging with other young, able mathematicians.

The children need to be enthusiastic youngsters who are good problem solvers. There are 50 places available, and we need a minimum of 20 to run the sessions. If the response is greater than 50 we will select schools at random, but will give preference where more than one child has applied from a school, to make transport arrangements more practical.

The sessions will take place at Norwich Professional Development Centre, Woodside Road, Norwich on Saturdays between 10.00 a.m. and 12.30 p.m. on the following dates:

- 28<sup>th</sup> February 2004
- 13<sup>th</sup> March 2004
- 27<sup>th</sup> March 2004

The Centre will be open from 9.45 a.m. for children to be dropped off and there will be coffee available from 12 noon for parents collecting. The children will be offered a drink and biscuits mid-morning. (Please tell us in the 'any other relevant information about my child' section of the proforma if your child must not have these for allergy reasons.) The sessions will be free of charge, and we expect that the same children will attend on all three dates.

Please take time to talk about this fully with your child, especially the commitment of three Saturday mornings; then, **if he/she wants to join the masterclasses**, please complete the enclosed form and return it to school no later than **MONDAY 26<sup>th</sup> JANUARY 2004**. Places will be allocated and we will inform schools by 6<sup>th</sup> February 2004.

Kind regards

*Sue Crawford-Condle*

Sue Crawford-Condle

On behalf of the Norfolk Mathematics Team

Enc. Application Form



**Masterclass Application form to be completed by Parents/Carers**

Name of Parent/Carer:.....

My child ..... would like to attend the  
Mathematics Masterclasses to be held at Norwich Professional Development  
Centre on the following Saturdays between 10.00 a.m. and 12.30 p.m.  
28<sup>th</sup> February 2004  
13<sup>th</sup> March 2004  
27<sup>th</sup> March 2004

Home address and telephone number:

Contact person and number on days of Masterclasses:

Does your child have any medical needs? Please be specific e.g. inhaler

Any other relevant information about your child:

Will you be bringing your child?

Are you able to offer transport to any other children from the school if  
necessary?

Signed:

Date:

***Please return this form to your child's school no later than  
MONDAY 26 JANUARY 2004***