

Children's Services
Norfolk Education Advisory Services
Professional Development Centre
Woodside Road
Norwich
Norfolk NR7 9QL

Tel: (01603) 433276

Fax: (01603) 700236

Please ask for: Robin Ings

Email: advisory.service@norfolk.gov.uk

Contact Number: 01603 433276

Your ref:

Email: robin.ings@norfolk.gov.uk

My ref: RI/MS

7th September 2005

Dear Headteacher

3 + 2 Day Mathematics Course

As part of the Primary Strategy support for schools in Norfolk during the year September 2005 to August 2006, we are offering all schools the opportunity to send one or two members of staff to a 3 + 2 day Mathematics course.

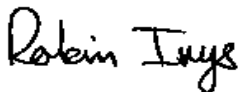
This course is designed for confident maths teachers and subject leaders. There are 3 days of training, each of which require substantial preparation and follow up tasks, and the extra 2 days are designed to help teachers complete these. Once again Headteachers are required to provide time in order for delegates to complete the course successfully. Please complete the form attached if you would like to request places on this course and return it by Friday 22nd October 2005. Please ensure that your reply is fully complete with:

Name of the attending teacher(s), information about the attending teacher(s) (ie if subject leader and year group taught), and please indicate whether the teachers have already completed the original 5 day training or a 4 +1 day course, and finally the course reference number.

Finally, please note that places are limited, and although we will try to accommodate all requests from those schools who respond, we cannot guarantee that your school will be successful. If you have not received confirmation by the end of the autumn term, please assume that your application was not successful.

Should you have any queries regarding the content of this letter, please feel free to contact me on 01603 433276.

Yours sincerely



Robin Ings
Primary Strategy Adviser – Numeracy

3 + 2 Day Maths Course 2006 – Reply slip

School Name:	Inset Code
---------------------	-------------------

Course	Course Ref no	Venue	Dates
KS2	5MN043	Easton College	16/01, 06/02, 06/03
KS2	5MN045	Healthy Living Centre, King's Lynn	26/01, 20/02, 13/03
KS2	5MN046	NPDC	30/01, 27/02, 20/03

Name of attending delegate(s):

Title	First Name	Surname	Course ref	Please tick if delegate has completed a 5 day or 4 +1 day course	Please tick if subject leader & indicate YR GP taught

Please return this booking form to:

Michelle Smith, Norfolk Education Advisory Services, Professional Development Centre, Woodside Road, Norwich NR7 9QL **by Friday 22 October 2005 please!**

Fax: 01603 700236