

5 September 2005

Dear Colleague

**Spring and Summer Term 2006 Headteachers' Half Day Meetings with the Director of Children's Services**

With the two-day conferences planned for 6/7 October and 10/11 November 2005, the next half day area Headteachers' Meetings will be held in Spring and Summer 2006.

Each Meeting will commence at 9.30am with refreshments from 9am. Refreshments will also be served mid morning, with finishing time expected to be 12.30pm. The dates for the Spring Term 2006 meetings are:

<b>Venue</b>	<b>Date</b>
<b>East:</b> Great Yarmouth Racecourse	Wed 18 Jan
<b>North:</b> Fakenham Racecourse – 1 <sup>st</sup> Floor, Prince of Wales Rm, New Stand	Fri 20 Jan
<b>Central:</b> Norwich City Football Club, Top of the Terrace	Thurs 26 Jan
<b>South:</b> Lynford Hall Thetford, Main Function Room	Wed 8 Feb
<b>West:</b> PDC KL	Thurs 9 Feb

Please could you confirm with Melanie Waite on 01603 223397 or by email at [melanie.waite@norfolk.gov.uk](mailto:melanie.waite@norfolk.gov.uk) that you will be attending your area meeting. If you are unsure about the new areas there is a map at <http://www.esinet.norfolk.gov.uk/core/maps>. Clearly it would be best if you were able to attend the meeting relevant to your area. If this is a problem please consider sending your deputy or attending a meeting in one of the other areas.

For your diary, the dates for the Summer Term 2006 meetings are:

<b>Venue</b>	<b>Date</b>
<b>South:</b> Lynford Hall Thetford, Main Function Room	Wed 19 April
<b>East:</b> Great Yarmouth Racecourse	Wed 26 April
<b>West:</b> PDC KL	Fri 28 April
<b>Central:</b> Norwich City Football Club, Norwich Lounge	Fri 19 May
<b>North:</b> Fakenham Racecourse – 1 <sup>st</sup> Floor, Prince of Wales Rm, New Stand	Wed 24 May

Maps and directions for each venue will be issued in due course.

Lisa Christensen and her team look forward to seeing you.