

SCHOOL CARETAKER OF THE YEAR AWARD 2003

(open to all schools who subscribe to ETCS)

Dear Headteacher,

A letter was sent out to all schools a few weeks ago inviting you to nominate your Caretakers/Site Managers for the above award. We have been getting feedback from a number of schools to say that they have not received this. We have now decided to extend the latest date for nominations to the end of term, Friday 11th April, 2003.

As you will be aware we held our first School Caretaker of the Year Award last year with a presentation ceremony in October in Norwich Castle. This event was the first of its kind to be held in Norfolk and the competition was a great success. Our congratulations go to the School Caretaker of the Year for 2002: Michael Rowell of Fred Nicholson Special School, Dereham.

This year prizes will be awarded in four categories:

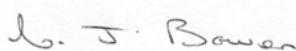
1. Small Schools (Nursery Schools, Infant Schools and First Schools)
2. Junior Schools (Middle Schools, First & Middle Schools, Junior Schools, Primary Schools, and Primary & Nursery Schools)
3. High Schools
4. Special Schools

Each of the categories will have eight finalists shortlisted (two from each of the four ETCS areas), and the winners and runners up for each category will be selected by independent judges. There will be prizes for the winners in each category. The overall winner, who will be declared Caretaker of the Year will receive a prize and the school will receive a shield to display for the duration of the year.

This competition is open to all Caretakers, Assistant Caretakers and caretaking Site Managers

This is your opportunity to reward your caretaker by showing your recognition of his/her hard work and loyalty. If you would like to nominate one or more members of your caretaking staff, please fill in the attached nomination slip and return it to us by Friday 11th April, 2003, accompanied by a short profile in support of your nomination(s).

Yours sincerely,



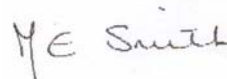
Carol Bowen
Technical Advisor (North and Central Area)



Colin Makepeace
Technical Advisor (Eastern Area)



Mick Meeson
Technical Advisor (Southern Area)



Maureen Smith
Technical Advisor (Western Area)

This profile will help us in the first stage of selecting the shortlisted nominations in each category. All the shortlisted schools will be advised and an appointment made for an independent judge to visit the school and talk to the headteacher and caretaker.