

**FOR THE ATTENTION OF THE
KEY STAGE 3 STRATEGY MANAGER
or
KEY STAGE 3 CO-ORDINATOR
or
HEAD OF ENGLISH**

*Please find attached a booking form for the
Three-day Secondary Strategy English Training for
NQTs, Non-Specialist, Returners and teachers who
have received little training over the last few years
being held in the near future.*

*There are only a few available places left and we
urge you to book a colleague on to this valuable
training session.*

*You can fax the booking form through to Sarah
Bullock on 01603 700236 or book on line through the
website highlighted at the bottom of the flyer.*

We look forward to hearing from you soon.

Three-day Secondary Strategy English Training for NQTs, Non-Specialist and Returners

Have you appointed (or are in the process of appointing) any newly qualified teachers for September 2005? If so you will be pleased to hear of this three-day course we are running specifically for all NQTs, Non-Specialists and Returners to Teaching with Norfolk teaching contracts.

Dates: A three day course covering 18th, 19th and 20th July 2005.

The course will cover:

- grammar - interactive teaching approaches and classroom activities
- SATs 2006
- Intervention programmes
- shared/guided - reading and writing
- textual resources/book displays
- useful websites
- assessment for learning
- data to pupil
- media in the English classroom
- working with Teacher Assistants.

Course Leaders: Members of the Strategy English Team

Course Leader (s) : Jan Jarrett, Sue Smith and John Woodhouse

Who should attend

Headteacher	<input type="radio"/>	Head of Dept.	<input type="radio"/>
Deputy Head	<input type="radio"/>	Classroom teacher	<input type="radio"/>
SENCO	<input type="radio"/>	Returner	<input checked="" type="radio"/>
Subject Leader	<input type="radio"/>	NQT	<input checked="" type="radio"/>
Classroom Assistant	<input type="radio"/>	Nursery Nurse	<input type="radio"/>
Supply Teacher	<input type="radio"/>	Pre-school Practitioner	<input type="radio"/>
Governors	<input type="radio"/>		

Other: Non-Specialist Teachers

Phase

Middle
Secondary

Cost:

£0.00
NO CHARGE - funded from Key Stage 3 English Strategy Funds.

How to book

To apply for a place at this activity please visit our INSET Opportunities website at <http://advisoryservice.norfolk.gov.uk/inset> or complete a booking form and return it to:

Sarah Bullock
Norwich Professional Development Centre
Woodside Road
Norwich
NR7 9QL

Telephone:

01603 433276

Fax:

01603 700236

E-mail:

sarah.bullock@norfolk.gov.uk

Date	Time	Venue	Reference
18/7/2005	9.30 - 3.30	Norwich Professional Development Centre	5CN007
19/7/2005 and 20/7/2005			

To all Headteachers in Middle and High Schools

Dear Headteacher

I am writing to draw your attention to an opportunity for staff new to English teaching.

If you have appointed NQTs, or have returners to the classroom who will be teaching English in your school from September 2004, I am delighted to be able to offer places free of charge for the following training course.

Three Day Key Secondary Strategy English Training
18th – 20th July 2005, 9.30 – 3.30
Norwich Professional Development Centre

This course, which has been very successful for the last two years, is in the last week of term. We will not be in a position to provide funding to pay teachers to attend. However all course fees, venue and catering costs are being met by the secondary strategy funding.

The attached flyer outlines the proposed content and any one of our secondary strategy English Advisers would be pleased to discuss this further with any interested participant. I hope you will feel able to bring this to the attention of any appropriate personnel. It is an ideal opportunity for additional training for English teachers taking up new posts in September.

Yours faithfully

John Spradbery
Key Stage 3 Strategy Manager

cc: Heads of English (High Schools)