

Children's Services  
Sports Development Unit  
Turner Road Centre  
Turner Road  
Norwich  
NR2 4HB

Tel: 01603 723697

Fax: 01603 760448

Your Ref:

Our Ref: MR/KT/vg

Please ask for: Martin Radmore

Date: 25<sup>th</sup> September 2006

Email: martin.radmore@norfolk.gov.uk

Dear Headteacher

**Re: Inaugural Primary PE Conference – 12<sup>th</sup> October 2006**

This year will see the first ever Primary Physical Education and Sport Conference in Norfolk and we are indebted to you for your support and interest in PE. The conference is being staged at the John Innes Centre, Norwich on October 12<sup>th</sup>, 09:00- 16:00 complete with a small exhibition of appropriate resources. The event is supported by all of the School Sport Partnerships across Norfolk and we are grateful for the support of their Partnership Development Managers. Indeed schools can send their PE subject leader, or another colleague, to the conference with the supply cover (£140) being paid through the partnership. This level of support is unique and we are excited that this level of joint working has been achieved.

If you wish to attend the Primary Vision workshop it is advisable for you to bring along a fully charged laptop with administrative rights so that a demonstration can be downloaded to your computer for you to trial in your school.

In order to gain accurate information required for catering and health and safety regulations I would be grateful if you could just take a moment to advise us of your school's attendee. Attached is a simply fax-back which will hopefully provide us with the required information without being too much of a nuisance. We look forward to welcoming your schools representative at the conference and to working with you over the coming academic year.

Thank you for your assistance in this matter.

Yours sincerely

**Keren Thompson**  
County PE Adviser

**Martin Radmore**  
County PE and Sports Development officer

**Return to:**

Vanda Graff  
Children's Services  
Turner Road Centre  
Turner Road  
Norwich NR2 4HB

From:

School INSET Code: \_\_\_\_\_

Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Fax: 01603 760448**

Date: \_\_\_\_\_

Tel: \_\_\_\_\_

**INSET Ref No. 6UN026****Annual Primary Physical Education and School Sport Conference**

**John Innes Centre  
Norwich**

**Tuesday October 12th 2006      9:00am - 4:00pm**

Title	Forename	Surname

**Cost per delegate £60**

Please do not send a cheque with this booking form. All schools will be invoiced after the event.

It is our policy to ensure that we provide access for all people.  
Meat and Vegetarian meals come as standard

If you have any special requirements of any kind, please state below so that we can try and help you.