

EPS-RH-VW-Workload-RollOut

31<sup>st</sup> August, 2004

Bob Hedley

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**To: Headteachers of named  
Primary and Special schools**

Dear Colleague,

**School Workforce Remodelling  
Autumn Term 2004: training sessions for Primary Headteachers**

Further to my letter dated 25<sup>th</sup> June, 2004, I write to remind you of forthcoming Primary Headteacher training sessions and to update you on the current availability/choice of venue, as follows:-

|                                      |                                    |                             |
|--------------------------------------|------------------------------------|-----------------------------|
| <del>22<sup>nd</sup> September</del> | <del>Easton College, Norwich</del> | <del><b>FULL</b></del>      |
| 28 <sup>th</sup> September           | The Cornwallis Hotel, near Eye     |                             |
| 7 <sup>th</sup> October              | Imperial Hotel, Great Yarmouth     | <b>LIMITED AVAILABILITY</b> |
| 12 <sup>th</sup> October             | Lynford Hall Hotel, Thetford       |                             |
| 20 <sup>th</sup> October             | The Links, West Runton             |                             |
| 2 <sup>nd</sup> November             | George Hotel, Swaffham             |                             |
| 10 <sup>th</sup> November            | Wensum Lodge Hotel, Fakenham       |                             |
| 16 <sup>th</sup> November            | Easton College, Norwich            | <b>LIMITED AVAILABILITY</b> |
| 24 <sup>th</sup> November            | Dereham Football Club              |                             |
| 30 <sup>th</sup> November            | West Norfolk PDC                   | <b>LIMITED AVAILABILITY</b> |

As the maximum number of delegates per session will be limited to 50, please indicate a second choice of venue on the enclosed booking form and if you have not already returned your booking form, please do as soon as possible to secure your place.

Confirmation of places will be sent to individuals in the new term and the provisional programme will include a short introductory session on school change teams, an update on HLTAs and information on the National Remodelling Team toolkits but the main focus for the day will be on PPA, including distribution of the newly issued national PPA pack, with a plenary session to conclude the day.

If you have any query about the forthcoming training sessions or are unable to attend, please contact either Peter Simmonds, School Workforce Remodelling Project Leader, on 01603 754278 or via e-mail at mailto:[peter.simmonds@norfolk.gov.uk](mailto:peter.simmonds@norfolk.gov.uk); or Virginia Wakely, School Workforce Remodelling Project Officer, on 01603 638092 or via e-mail at mailto: [virginia.wakely@norfolk.gov.uk](mailto:virginia.wakely@norfolk.gov.uk).

Yours sincerely,

Bob Hedley  
Personnel Manager (Consultancy)

**SCHOOL WORKFORCE REMODELLING**
**AUTUMN TERM 2004**
**PRIMARY HEADTEACHER TRAINING SESSIONS**
**Booking Form**

|                        |  |
|------------------------|--|
| <b>Name:</b>           |  |
| <b>Title:</b>          |  |
| <b>School:</b>         |  |
| <b>Contact Tel no:</b> |  |
| <b>E-mail:</b>         |  |
| <b>Fax:</b>            |  |

**Dates: Please indicate first choice by entering 1 and second choice by entering 2**

- |                          |                                      |                                    |             |
|--------------------------|--------------------------------------|------------------------------------|-------------|
| <input type="checkbox"/> | <del>22<sup>nd</sup> September</del> | <del>Easton College, Norwich</del> | <b>FULL</b> |
| <input type="checkbox"/> | 28 <sup>th</sup> September           | The Cornwallis Hotel, near Eye     |             |
| <input type="checkbox"/> | 7 <sup>th</sup> October              | Imperial Hotel, Great Yarmouth     |             |
| <input type="checkbox"/> | 12 <sup>th</sup> October             | Lynford Hall Hotel, Thetford       |             |
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| <input type="checkbox"/> | 24 <sup>th</sup> November            | Dereham Football Club              |             |
| <input type="checkbox"/> | 30 <sup>th</sup> November            | West Norfolk PDC                   |             |

**PLEASE RETURN THIS FORM COMPLETED to Virginia Wakely VIA FAX number: 01603 219050 by 16<sup>th</sup> JULY at the latest as soon as possible.**

**CONFIRMATION OF YOUR PLACE AND DETAILS OF THE SESSION/LOCATION MAP WILL THEN BE SENT TO YOU.**

Continued overleaf ►

## **SCHOOL WORKFORCE REMODELLING: FEEDBACK QUESTIONS**

In order to help the course providers to more accurately tailor the session(s) to meet the needs of Primary schools, please complete the following feedback questions:

- |  |                |
|--|----------------|
| 1. The school is part of the Well-Being Programme                        | Yes/No         |
| 2. The school has undertaken Investors in People                         | Yes/No         |
| 3. The school has already managed the 21 workload reduction tasks        | Yes/No/In part |
| 4. The school already uses Teaching Assistants to cover absent teachers  | Yes/No         |
| 5. The school already uses Teaching Assistants to provide PPA time       | Yes/No         |
| 6. The school has one or more TAs who would like to achieve HLTA status  | Yes/No         |
| 7. The school is considering using HLTAs as part of the school workforce | Yes/No         |

As a Headteacher delegate, please indicate whether you are any of the following:

- |                                       |        |
|---------------------------------------|--------|
| A. PRIMARY STRATEGY CONSULTANT LEADER | Yes/No |
| B. REMODELLING CONSULTANT             | Yes/No |
| C. SMALL SCHOOL HEAD                  | Yes/No |

Please outline any particular training/information requirements you may have related to the implementation of the School Workforce Remodelling initiative:

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