



Norfolk Education Advisory Service
Professional Development Centre
Woodside Road
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RI/LF
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TO: All Primary phase SENCO's

Dear SENCO,

This folder is a training pack for Primary Special Needs Co-ordinators to support the inclusion of pupils with special educational needs in the daily maths lesson. The materials in the folder include both the notes for a trainer to lead the four training sessions along with the supporting materials and handouts. SENCO's may wish to use the materials for self-study or work on it with colleagues within their own schools or local cluster of schools. If individual schools or clusters wish to have a trainer lead them through the materials they should contact the Norfolk Mathematics team, Robin Ings, to discuss how this can be arranged.

There are 2 courses for SENCO's based on this material:

Easton College	8 Jan 2003	9.15 – 4.15
West Norfolk PDC	9 Jan 2003	9.15 – 4.15

If you have already booked a place on one of these courses, please bring the folder with you and have a look at the summery of provision booklet, to be found in section1, before attending the course.

If you would like a place on one of these courses please return the enclosed booking form. At the moment there are only a few remaining placed on the course at Easton College on the 8th January 2003. The course at the WNPDC currently has a lot of space. Places will be allocated on a first come basis and if there is demand an additional course will be run at a later date. Please contact myself for further details.

Yours sincerely

A handwritten signature in black ink that reads "Robin Ings". The signature is written in a cursive style.

Robin Ings
Mathematics Adviser



Supporting Pupils with Special Educational Needs in the Daily Mathematics Lesson

Course

Leaders: Robin Ings, Sue Crawford-Condle
& Nick Asker

Course dates: Easton College Sports & Leisure Centre
Wednesday 8th January 2003
9.15am – 4.15pm
2MN154

West Norfolk Professional Development Centre
Thursday 9th January 2003
9.15am – 4.15pm
2MN155

Audience: SENCOs of primary phase schools

Course fee: £110