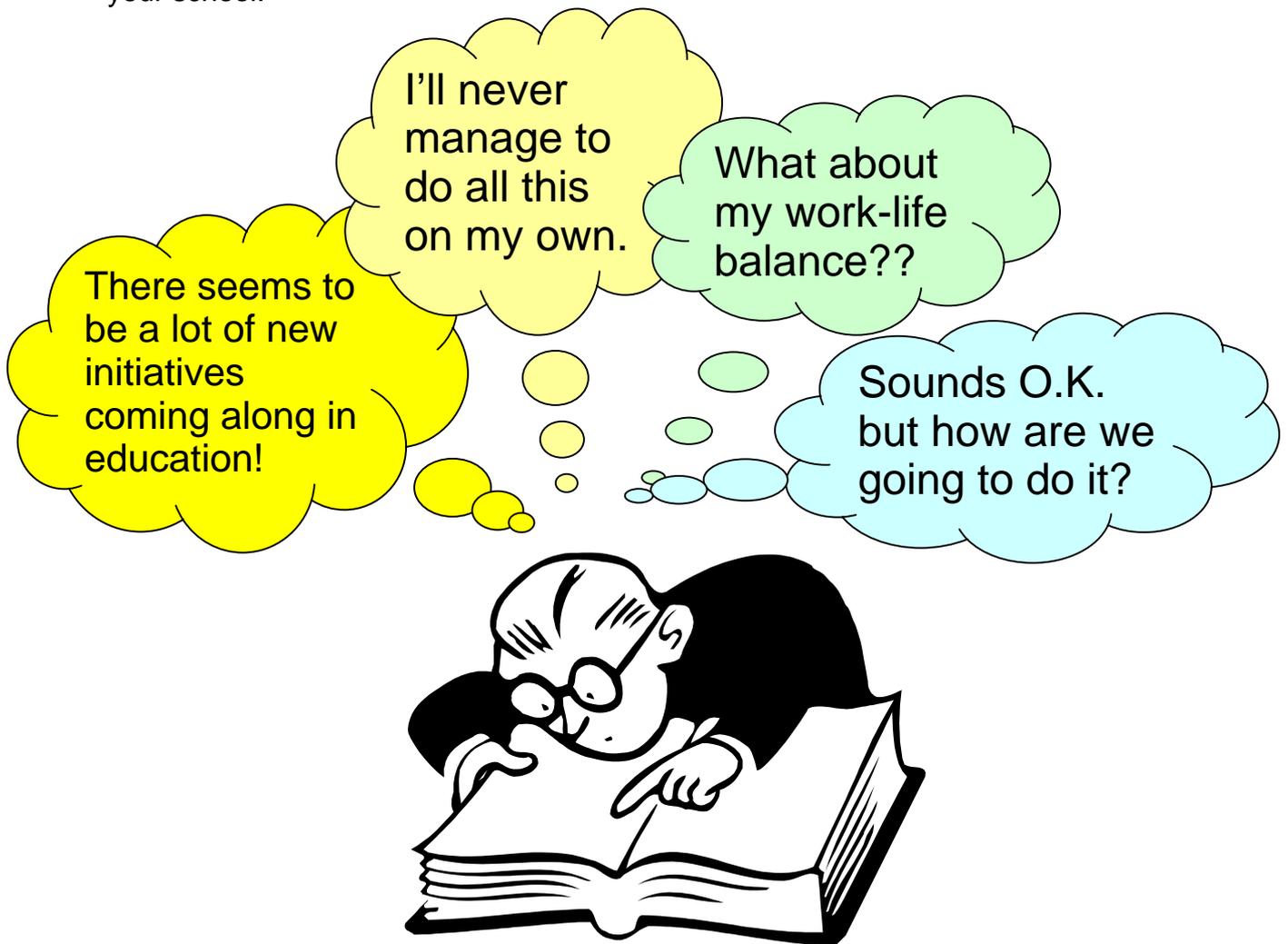


Skills & Tools Flyer!!

'The core purpose of the headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.'

National Standards for Headteacher – DfES 10/04

The role of the Headteacher has evolved significantly over the last 15 years. It is now a role where you NEED to involve other colleagues to assist you in leading and managing your school.



If you have ever had thoughts like those above, then you need to access the SKILLS & TOOLS training that is being offered through the Norfolk Workforce Remodelling Team. It is aimed at helping and supporting busy Headteachers and other school leaders to get a handle on the change management process.

To find out more see below This could be the most important decision you have made!



Children's Services
School Workforce Remodelling
County Hall
Martineau Lane
Norwich
Norfolk NR1 2DL

Tel: 0844 800 8014
Fax: 01603 219050
Minicom: 01603 223833
Email: peter.simmonds@norfolk.gov.uk

Date: 13th May, 2005

Please ask for: Peter Simmonds
Contact Number: 01603 638092

Your ref:
My ref:

**TO: HEADTEACHERS/CHAIRS OF GOVERNORS
OF ALL NORFOLK SCHOOLS**

Dear Headteacher/Chair of Governors,

Norfolk Remodelling Team - Skills & Tools Training Events: 30th June and 6th July

I am writing to invite attendance at 2 x half day training sessions focusing on the use of a range of Skills and Tools developed by the National Remodelling Team (NRT) which will support schools in managing the change process in their schools. Although the Skills and Tools can be used in the context of the Remodelling agenda they have a much wider application. Examples used at these training sessions will be taken from a range of school management situations and will not be specifically related just to the PPA agenda.

The two sessions will be limited to 21 Headteachers or members of the School Change Team (SCT). If there is sufficient interest in these courses, additional dates will be put on early in the Autumn Term.

There is no cost to the school for attendance at the training events although there is an expectation that schools that are allocated a place will ensure that someone from the school attends both sessions. In the cases of schools of below 100 pupils and where supply cover is necessary for attendance at the course, this will be provided when the relevant forms are submitted to Virginia Wakely, Remodelling Support Officer, Room 054, Children's Services, County Hall.

There are a number of significant changes that will affect schools over the coming 12 months and beyond and we believe that Skills and Tools training will make a significant contribution towards supporting schools during this time. If you would like to access these 2 x half day sessions, please complete the booking form and return by **27th May, 2005**.

Yours sincerely,

Peter Simmonds
Remodelling Project Leader



**SKILLS AND TOOLS
2 X HALF DAY SESSIONS IN NORWICH**

30TH JUNE, 2005: 10.00 - 12.00
ADR ROOM, ABBEY CONFERENCE CENTRE
and
6TH JULY, 2005: 13.30 - 15.30
ANNA SEWELL ROOM, COUNTY HALL ANNEXE

SCHOOL:.....

Who will attend Headteacher
(please tick)

or

Member of SCT

Delegate(s) names
(in capitals)

Headteacher.....

Member of School
ChangeTeam.....

Cost: Free of charge.

How to book:

Complete this form and send as an e-mail attachment to:

virginia.wakely@norfolk.gov.uk

or fax to 01603 219050.

By 27th May, 2005.

