

Foreign Language Assistants 2006/7

We are writing to confirm how you can apply, via the LA, for the services of a Foreign Language Assistant(s) for 2006/7. You will already have received a flyer from the British Council outlining the scheme.

It is possible for establishments to share assistants. If this is the case, the following rules should be applied:

- a host establishment is identified
- the host establishment arranges/co-ordinates timetables etc.
- any additional travel costs are borne by the schools/colleges
- sharing between more than three institutions should not normally happen
- the host establishment arranges appropriate accommodation

Secondary schools may wish to approach their feeder primary schools to explore the possibilities of shared arrangements particularly as an increasing number of primary schools are moving towards providing MFL across KS2. Alternatively up to a maximum of three primary schools can share an assistant. A two-day induction and training programme for the FLAs will take place in the Autumn Term. Further meetings are arranged during the year.

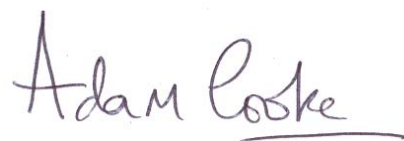
If you wish to employ a FLA in 2006/7, please complete the enclosed form and return it to Kim Read by **3 March 2006**. This will enable us to make an initial application to the British Council, on behalf of the LA, by the 6th March.

We realise that financial decisions about next year's funding may not yet be finalised in many schools, but a statement of intent or provisional application is better than not expressing an interest at all at this stage.

Yours sincerely,



Joan Dickie
Primary Adviser, Modern Foreign Languages



Adam Cooke
KS3 MFL Adviser

APPLICATION FORM

**FOREIGN LANGUAGE ASSISTANTS
IN NORFOLK 2006/2007**

(To be completed by establishments wishing to employ a FLA
in 2006/2007, through the LA Scheme)

This application is definite/provisional (*please indicate)

1. Name of School/College: _____

2. Language required: _____

3. Do you have any specific requirements you would like to be considered? **YES/NO**

4. Is it intended to share the Assistant? **YES/NO**
If YES, please give details of how, **including name of host establishment.**

5. Do you accept the full financial commitments i.e. salary payment,
employer's on-costs, additional travel for sharing purposes etc? **YES/NO**

6. Do you wish for the Assistant(s) to participate in the induction and
training programme? **YES/NO**

7. Name of member of staff responsible for supervision of Assistant.

Signed: _____ Date: _____
(Head/Principal)

Please return to: Kim Read, Norfolk Education Advisory Services, Professional
Development Centre, Woodside Road, Norwich, NR7 9QL **by 3rd March 2006**, or
e-mail to kim.read@norfolk.gov.uk