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## The Norfolk Tracking Tool

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Date	Time	Venue	Course Code	Event Ref.
23/01/2008	9:30 - 12:00	Easton College	EPMC9	A
23/01/2008	1.00 - 3.30	Easton College	EPMC9	B
4/02/2008	9.30 -12.00	Easton College	EPMC9	C
4/02/2008	1.00 - 3.30	Easton College	EPMC9	D
7/02/2008	9.30 - 1200	EcoTech Centre, Swaffham	EPMC9	E
7/02/2008	1.00 – 3.30	EcoTech Centre, Swaffham	EPMC9	F

### Course Context:

This session will use the example tracking sheet included with the downloaded tracker to familiarise participants with the features of the Norfolk Tracking Tool, including setup, data entry and analysis and transfer of information from Phoenix management information system.

**This will be a 'hands on' session and participants MUST BRING a laptop PC, with Microsoft Office Service Pack 2.** Schools that have already created a tracking sheet for a year group and entered some data can bring this to use during the session.

The tracker can be downloaded from MI Sheet 174/07. Please save to your desktop and EXTRACT ALL FILES before using.

**Course Leader/s:** Robin Ings

**Phase:** Primary Schools

**Fee: £35.00**

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### How to book:

To apply for a place on this activity please visit our website at:

<http://advisoryservice.norfolk.gov.uk>

or

complete a booking form and return it to:

Diana Duhig

Children's Services

Norfolk Advisory Service

Professional Development Centre

Woodside Road

Norwich, NR7 9QL

Telephone: 01603 433276 Fax: 01603 700236

Email: [diana.duhig@norfolk.gov.uk](mailto:diana.duhig@norfolk.gov.uk)



**every child matters**  
a brighter future for Norfolk's young people