

Website booking of Primary School Improvement Modules and Advice & Support

Dear Headteacher

You will have recently received information about this year's Primary packages offering you the choice of purchasing up to 2 School Improvement Modules and/or individual Advice and Support days.

I am pleased to inform you that it is now possible to book these services online by using your schools INSET pin number prefixed by 3 and following the instructions below.

Log on to <http://www.norfolkesinet.org.uk> and click on the INSET Opportunities link that you will find at the right-hand side of the Esinet homepage. Then use the right-hand link to access the booking form. For security purposes you will need to enter your unique *nine*-digit PIN number.

It is also possible to gain access via the older Norfolk Education Esinet site at <http://www.esinet.norfolk.gov.uk> by means of the INSET & NQT's button at the left of the page and then clicking on the INSET Opportunities link at the foot of the next page.

If you require any further information please do not hesitate to contact me.

Yours sincerely

Lesley Francis
Senior Administrative Assistant (Primary)

Please remember that you still need to complete the Contract to Purchase form and return to Kevin Blazey in Education Finance in addition to booking online.