



25 September 2002

To Comenius Project co-ordinators

Dear Colleague

Evaluation and Information meeting

You are invited to an evaluation and information meeting in your region to share with other colleagues the challenges and opportunities of participating in a Socrates/Comenius Action 1 project.

In the morning sessions you will have the opportunity to meet representatives of the UK National Agency for Socrates, local contacts from the Regional Network and have the chance to network with colleagues who also have experience of Comenius 1 / Lingua E.

In the afternoon you will be able to hear more about the new Socrates programme (the reporting and funding aspects may be of particular interest to you if you are now in your second year). There will also be information about other programmes for interest to those in their last year of the project (please see the draft agenda attached).

The day is free of charge and a buffet lunch will be provided, but unfortunately we are unable to pay travel expenses or supply cover.

If you would like to attend, please return the tear-off section below the agenda by **29 October 2002**. Since spaces are limited, places will be allocated on a first come first served basis.

We hope you will be able to come and look forward to meeting you.

For further information please visit our website:
www.britishcouncil.org.uk www.Socrates-uk.net/comenius/index.htm

Yours sincerely

Purvangi Dave (Mrs)
Senior Programme Officer
European Schools Team East
e-mail: purvangi.dave@britishcouncil.org

Geoff Scaplehorn
East of England RTN
geoff@acer.ac.uk

**East of England Regional Training Network
in partnership with
The British Council**

**COMENIUS 1 BRIEFING MEETING
ACER, Suite 1 Lancaster House, Meadow Lane, St Ives, Cambs PE27 4LG
Tel: 01480 468198**

8 November 2002

AGENDA

Morning programme (for schools in years 2 and 3 of the project)

10.00 Arrival, registration, refreshments and networking
10.30 Introduction to Regional Network for In-service Training
10.45 Introduction to Education and Training Group
11.00 Groups : evaluation discussions
12.30 Feedback from group leaders
13.00 Buffet Lunch

Afternoon programme (open to everyone)

13.45 Introductions
14.00 Comenius in Socrates (feedback from practitioners)
14.45 Overview of Comenius programme opportunities and how to fund your project:
• School projects
• School development projects
• Language projects
15.00 Partner finding or reporting and renewal
15.30 Guidance on completing forms
16.00 Questions, AOB, depart

**I wish to attend the Comenius information and briefing meeting 8 November 2002
ACER's Offices, St Ives, Cambs**

I(your name)
from(your school/college)
address
.....
telephone
project ref no

PLEASE RETURN THIS SLIP TO: GEOFF SCAPLEHORN/CHRISTINE STEWART
ACER SUITE 1 LANCASTER HOUSE MEADOW LANE ST IVES CAMBS PE27 4LG
E-MAIL: geoff@acer.ac.uk or Christine@acer.ac.uk **NO LATER THAN 29 OCTOBER 2002**

