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Your ref:
My ref: SC/DLJ/AES/09

5 January 2004

To: All Headteachers

Dear Colleague

Spring Term 2004 Meetings for Headteachers with Director of Education

I am writing to you with the dates for this term's headteacher meetings. The meetings begin at 4.30pm with refreshments available from 4.15pm.

Tuesday 27 January 2004	Attleborough High School
Thursday 5 February	The Imperial Hotel, North Drive Great Yarmouth
Tuesday 2 March	West Norfolk Professional Development Centre, King's Lynn
Thursday 4 March	Easton College
Wednesday 10 March	Professional Development Centre, Woodside Road, Norwich
Monday 15 March	Sheringham High School

I propose the following agenda items:

Local Issues

- Issues brought forward by Headteachers
- Information Retrieval & Tracking System in Norfolk (IRT) – paper attached.

National issues

- Budget 2004/2005
- Update on “Every Child Matters”

If you haven't already done so would you please inform Melanie Waite which meeting you will be attending, Tel: 01603 223397, fax: 01603 223838 or preferably by email melanie.waite@norfolk.gov.uk.

Yours sincerely

DIRECTOR OF EDUCATION