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Education Leeds

To: All Primary Headteachers and NQTs

Please reply to:
School Improvement Service
Elmete Centre
Elmete Lane
Leeds LS8 2LJ
Contact Person: Sue McKillop
Telephone: 0113 2144013
Fax: 0113 2144100
Email: sue.mckillop@educationleeds.co.uk

Date: 6th January 2005

Dear Colleague

Details of NQT courses to be run during the Spring and Summer Terms were sent to schools on 8th October 2004.

We still have a number of places available on these courses. If you wish to book a place on any of these and haven't yet done so, please complete the attached application form and return it to:

Rachel Ward, Elmete Centre, Elmete Lane, Leeds, LS8 2LJ

The details of the courses are as follows:

Date	Course Ref	Title	Venue
4 February 2005	FEB7129	SEN and Inclusion	Quarry Mount Primary School
9 March 2005	MAR7130	Assessment	Churwell Primary School
16 May 2005	MAY7131	Practical Workshops to include: Circle Time, Investors in Pupils, School Council, Curriculum Leadership, Accelerated Learning	Morley Victoria Primary School

The cost for each of these days will be £65. This is to cover the cost of administration, venue, lunch and refreshments.

If you have already booked a place on any of these, please ignore this letter. A confirmation letter and further details of the course will be sent to you a few weeks before the course date.

Yours faithfully

Sue McKillop
Senior Quality Assurance Adviser - Primary

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