

---

FAO: The Headteacher	For Action	For Information	Meeting/Event
Primary Phase	✓		✓
<b>Copy to:</b>			
Chair of Governors		✓	
Business Manager/Bursar			
Designated Safeguarding Lead			
SEnCo			
Other (please specify)			

11<sup>th</sup> September 2019

Dear Colleague,

**Primary Headteacher Briefings – Autumn Term 2019**

Please find attached with this letter the agenda for the forthcoming primary headteacher briefings. They will be held on;

- **Areas South & West** - Tuesday 17<sup>th</sup> September 2019, Field Place Manor House and Barns, Worthing, 09:00-12:00.
- **Areas Mid & North** - Thursday 19<sup>th</sup> September 2019, County Hall North, Horsham, 9:00-12:00

In addition, the dates for the briefing sessions being held in 2020 are listed below;

**Spring Term 2020**

- Tuesday 14<sup>th</sup> January                      Areas South & West
- Thursday 16<sup>th</sup> January                    Areas Mid & North

**Summer Term 2020**

- Tuesday 5<sup>th</sup> May                            Areas South and West
- Thursday 7<sup>th</sup> May                           Area Mid & North

We look forward to seeing you.

Yours sincerely,

**PAUL WAGSTAFF**

Director of Education and Skills