

To:  
Primary schools  
Secondary schools  
Special schools  
Nursery schools

Your Ref: Paul Gohl  
My Ref: PG/PLASC  
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Date: 3<sup>rd</sup> November 2003

Dear Head of Administration,

### **Training for PLASC**

The PLASC day will be 15<sup>th</sup> January 2004 for this academic year.

The ICT Training and Security section will be providing training for the preparation of this PLASC return. Please see the attached spreadsheet for the date for your school to attend. Please adhere to the date shown and time as it is impossible to arrange dates for over 100 schools.

The dates for attendance range from 24<sup>th</sup> – 28<sup>th</sup> November 2003.

With the view that this is a statutory return for schools the cost per school to attend has been subsidised and will be £0 per person (max of 2 people to attend per school).

Because the ICT Training and Security section is providing information for the Personnel contracts and PLASC guidance, schools who do not attend will not receive telephone support for their PLASC return.

The course duration for the PLASC workshop is 1/2 day. The time will be either 9.00am to 12.00pm in the case of a morning session or 1.00pm to 4.00pm in the case of an afternoon session. The location is at the Education Centre, room 14. Refreshments are provided.

Non SLA schools will be catered for at a cost of £75 per person (max of 2 people to attend per school).

A schedule for non supported schools will be provided once all the supported schools have confirmed their places on the workshop and non SLA schools have indicated their wish to attend.

If you wish to discuss the training aspect then please contact the ICT Training and Security Officer, Paul Gohl on 613968 (email: [paul.gohl@hullcc.gov.uk](mailto:paul.gohl@hullcc.gov.uk)).

Yours sincerely,

Paul Gohl.  
ICT Training and Security Officer.  
On behalf of the ICT Manager