



Birth to Five Service  
Children's Services  
The Old School, Lamb Gardens  
St Giles, Lincoln LN2 4EG  
Tel: (01522) 587570  
10th November 2008

Dear Manager/Supervisor

### **BRIEFINGS FOR MANAGERS/SUPERVISORS AUTUMN TERM 2008**

As part of our continuing support of early years settings in Lincolnshire the Birth to Five Service are organising a series of half day briefing sessions for managers/supervisors. The briefings aim to provide managers/supervisors with information regarding national and local developments in early years, including the Early Years Education Entitlement.

**The Birth to Five Service is committed to supporting quality provision for children in Lincolnshire and it is extremely important that you attend one of the briefings indicated below. One place has been allocated to each setting.**

Date	Venue		Morning session	Afternoon session
26-Nov-08	Grantham EM Centre	Lincoln Room	9.30am 12.00pm	1.00pm 3.30pm
02-Dec-08	Boston Conference Centre	Millenium Suite	9.30am 12.00pm	1.00pm 3.30pm
03-Dec-08	Hemswell Court Hotel, Hemswell Court		9.30am 12.00pm	1.00pm 3.30pm
10-Dec-08	Yarborough School, Lincoln	Conference Room	9.30am 12.00pm	1.00pm 3.30pm
11-Dec-08	Horncastle Curriculum Centre	Primary Base	9.30am 12.00pm	1.00pm 3.30pm
11-Dec-08	Woodlands Hotel, Spalding	Restaurant	9.30am 12.00pm	1.00pm 3.30pm

Please confirm your attendance by faxing the following form to the Birth to Five Service on 01522 587598 or by phoning 01522 587573 as soon as possible.

Yours sincerely

*Stephanie Douglas.*

Stephanie Douglas  
Head of Service  
Birth to Five



Managed Service on behalf of





**Briefing for Managers/Supervisors**

Please complete this reply slip and fax or post back to the Birth to Five Service, The Old School, Lamb Gardens, St Giles, Lincoln LN2 4EG as soon as possible.

Tel: 01522 587573

Fax: 01522 587598

Name of Early Years Provider.....

Ofsted Registration Number.....

Setting Address.....

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Contact telephone number.....

Name of Manager/Supervisor attending the Briefing.....

Venue of Briefing.....

Date of Briefing.....



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