

Institute for Education

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LETTER CIRCULAR

Information: X **Date:** 16/09/2016
Action Required: X **Ref:** IfE 009 /2016
To: College Principals, Assistant Directors, Education Officers, Heads of Schools/Acting Heads of School and Assistant Heads of Primary, Middle, Secondary and Higher Secondary Schools (State and Non-State)
From: Joanne Grima - CEO Institute for Education
Subject: Phase Sessions (previously known as Induction Courses)

The Institute for Education is organising Phase Sessions for College Principals, Assistant Directors, Service Managers, Education Officers, Heads of Schools, Acting Heads of Schools and Assistant Heads of Primary, Middle, Secondary and Higher Secondary Schools, **both newly appointed and not**. These sessions are substituting the Induction Course which used to be only for newly appointed Heads and Assistant Heads of Schools so that now anyone can attend the sessions according to the identified personal professional needs.

Participants **can choose to attend any session** they find relevant for their position. Each session will be repeated twice yearly and therefore participants can choose to attend the session which is on the day and time most convenient for them.

The list of sessions and outcomes, together with the name of the speaker, date, time and venue can be found in two separate documents with the dates of Round 1 sessions between October and May and the dates of Round 2 (repeated) sessions between March and May. Applicants can apply for any session from any round.

Applicants are asked to submit their application for the various sessions through the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=O3ivQUNSKy3pGcsC57e0qvZ94Zrjf1KkTE3KkWaI99UNVM5NUg4UFYwSIQwTzBTskM3U1ZEVOU0OC4u>

Kindly note that the session on the submission form entitled 'The role of an Assistant Head in the Secondary school' (first round) will be held on Friday 11th November 2016 rather than on Wednesday 9th November 2016.

It is important to apply early since only the first thirty will be accepted per session. For any clarifications contact Mr Rudolph Rossignaud on telephone number: 2598 3707

Thanks for your collaboration.

Joanne Grima

CEO Institute for Education