

**Adults & Children
Learning**

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	For action	For information	Meeting
To: Headteachers of all schools		✓	
Copies to: Chair of Governors (Please ensure your CofG receives a copy of this letter)		✓	

Dear Colleague,

Courses for All 2008/2009 and Adult Learning & Skills Leaflet

You will receive, via courier this week, your copy of Courses for All 2008/09. This reference document lists Adult and Community Learning courses offered by West Sussex Adult and Community Learning Service and its partner colleges throughout West Sussex. It also contains information about additional contact points to enable you to access further guidance and support.

Each provider will be able to give further details of their courses alongside advice on fees and enrolments.

We hope you find the brochure style format useful and that it supports your signposting arrangements.

Also enclosed will be a number of leaflets providing an overview of adult learning and skills across Sussex. Could you please make these available to potential learners and families in the community.

If you would like to know any more about adult learning and skills in Sussex or how we could work more closely with your organisation please contact either myself or one of the providers listed.

Yours sincerely

ROS PARKER

Head of Adult & Community Learning