

Please contact: Richard Cooke  
Your ref:  
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Date: 13 December 2011



**Serving You**

**Children and Adults – learning and caring directorate**

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**Director: Rose Collinson**

Dear Colleague

**IMPORTANT: Changes to how Early Years correspond with settings**

Further to the October PVI Leaders Briefings and previous correspondence sent in the Autumn 2011 term, I can confirm that from the beginning of **January 2012** we will cease to provide nearly all information to settings in a paper copy format.

You will still be able to access all the information you need via the e:learningatlast and Family Information Service (FIS) websites: [www.e-learningatlast.org.uk](http://www.e-learningatlast.org.uk) and [www.medwayfisd.com](http://www.medwayfisd.com). E:learning will continue to feature the electronic bulletin with regular information, and we will be posting useful information on the home page too. We would therefore advise you to visit this site on a regular basis.

The only information that will continue to be regularly sent in a paper copy format is as follows:

- All headcount forms and returns; Annual Census
- Termly training programme

NB it is possible that some of the documents listed above may move to an electronic only format in the future.

A small number of copies of the Firm Foundations magazine will only be sent to settings that are featured in any particular issue.

Should you have any queries about the contents of this letter please email [eyheadcount@medway.gov.uk](mailto:eyheadcount@medway.gov.uk) in the first instance.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Richard Cooke".

Richard Cooke  
Principal Officer  
Early Years Services

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This information is available in other formats and languages from the above contact number or e:mail address.