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Sommario/riassunto	`A concise, common-sense and most valuable guide.' - TES `The wise LEA will use this publication to review its own guidelines and in-service training for out-of-school education, but this will be no substitute for investing in a copy for every head teacher. Without doubt, the wise head will also wish to invest in further copies for staff colleagues.' - Education `An invaluable summary of contacts in the UK.' - Safety Education