

January 2014

Dear Colleague

As you are aware, under the Children and Young Persons Act 2008, it is part of the arrangements for monitoring the effectiveness of the Designated Teacher role that governing bodies should, as a minimum, receive an annual report regarding looked after children. If you require further information regarding the role of the Designated Teacher and that of the school governing body please refer to '**The Role and Responsibilities of the Designated Teacher for Looked After Children – Statutory Guidance for School Governing Bodies**' (available online from DfE publications)

In order to support you in the completion of this report I am enclosing a template which you might find useful. Although the guidance does not specify when during the year the report should be submitted to governors, I would suggest that it would be appropriate to present it when you have a full year's information including relevant end of key stage results e.g. during the Spring term. An electronic copy of this document has been sent by e courier to your school.

I have also attached a copy of the self evaluation checklist from '**Improving the Attainment of Looked After Children/young people in Primary /Secondary Schools** - Annex 1 Pages 25, 26 & 27 to assist with completion of this report (Full documents available from DfE Publications)

This is an opportunity not only to provide details about the looked after children in your school but also to highlight any issues you may have in performing your role within school.

In my role as Head of Virtual School for Children in Care, I have lead responsibility for ensuring that the Local Authority's statutory duty to promote the educational attainment of looked after children is fulfilled. By receiving a copy of your completed report, I will be in a good position to have an overview of the work being undertaken in your school for your looked after learners.

Once completed please retain the original report in school and return an electronic copy to [virtual.schools@norfolk.gov.uk](mailto:virtual.schools@norfolk.gov.uk). You do not have to present it to your governing body before returning it, but you should include a date on the form when it will be presented to the governing body.

Please do not hesitate to contact my Deputy, Tricia Ciappara if you have any queries on 01603 307771 or at [tricia.ciappara@norfolk.gov.uk](mailto:tricia.ciappara@norfolk.gov.uk)  
Yours sincerely



Chris Snudden  
Head of the Virtual School for Children in Care