

NEAS/TC/RB
Date: 1st September 2003

Please ask for: Terry Cook
Email: terry.cook@norfolk.gov.uk

TO HEADTEACHER AND CHAIR OF GOVERNORS

School Name

Dear Colleague

Re: Allocation of Review and Development Advisers 2003/2004

I am writing to inform you that it has become necessary to review the allocation of Review and Development Advisers (RDAs) to schools for 2003/2004. The reason for this is staff leaving the service or moving on to other roles within the LEA and the resultant "knock on" effects this has. These circumstances are beyond our control and are the results of colleagues retiring or going to new posts as part of their career development. I am sorry if this causes any inconvenience but I assure you that the quality of the RDA service to schools will not be affected. As from September 2003 your RDA will be

I apologise for the late arrival of this letter but originally it had been written in conjunction with information regarding the RDA visit agenda / target setting arrangements for the Autumn Term 2003. The letter was to be sent out at an earlier date, however, changes announced by the DfES in August relating to target setting has meant that procedures and guidance have had to be revised and rewritten. As a consequence a separate letter relating to target setting is being written and will be sent out shortly.

Yours sincerely

Bryan Slater
Director of Education

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Dear Colleague

Re Allocation of Review and Development Advisers 2003 / 2004

I am writing to inform you that it has become necessary to review the allocation of Review and Development Advisers (RDAs) to schools for 2003/2004. The reason for this is staff leaving the service or moving on to other roles within the LEA. Such moves have significant knock on effects, there is no doubt that some mobility, through promotions, changes in experience or new colleagues joining, help keep the team fresh. However, I am sorry if this causes you any inconvenience but I assure you that the quality of the RDA service to schools will not be affected. Due to the fact that it has not been possible to appoint new staff in time for the Autumn Term as from September 2003 the RDA role will be fulfilled temporarily by

I will write later in the Autumn Term 2003 to provide details of your new RDA as from 1st January 2004. I apologise for the late arrival of this letter but originally it had been written in conjunction with information regarding the RDA visit agenda / target setting arrangements for the Autumn Term 2003. The letter was to be sent out at an earlier date, however, changes announced by the DfES in August relating to target setting has meant that procedures and guidance have had to be revised and rewritten. As a consequence a separate letter relating to target setting is being written and will be sent out shortly.

Yours sincerely

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