

1st March 2000

To Headteachers of all Norfolk LEA Schools

Dear Headteacher,

REPORTING AND TRANSFER OF INFORMATION - 2000

This letter accompanies the updated County guidance on the transfer of curriculum information between schools. This year, all schools are being sent the same pack, containing only the sheets that have been amended. Please use the 1999 documents, except where indicated below.

Changes to the documents for 2000:

- A change to the format of the mathematics information transfer sheets, to reflect the introduction of the National Numeracy Strategy;
- SEN alert sheet (with revised date);
- Year 2 and Year 6 End of Key Stage reports (with national comparative data updated);
- Although there are no changes to the general report formats, a copy of them is included in the pack. The formats for reporting to parents are available on Esinet. For those schools unable to access the Internet, the formats are available on disc. Details are in the pack.

Changes to procedures for 2000:

The statutory introduction of the DfEE transfer sheet for all schools has meant that some of the former procedures are no longer applicable. For this year, schools/clusters will need to consider the available options to meet DfEE requirements for the transfer of individual pupils' National Curriculum assessment results. (These options are detailed in Dr Slater's letter to schools of 18th February 2000 – Management Information Sheet Ref: MI 34/00). In the long term, it can only be beneficial that there is a basic minimum amount of information transferred in the same format for every pupil in the country. In the short term, however, this change to statutory requirements has a number of implications for Norfolk LEA's recommendations on transfer and for schools and clusters which have agreed their own formats for the transfer of information.

As a result of new DfEE requirements, recommended procedures for Norfolk Schools in 2000 are:

1. Information to be transferred about individual pupils' achievements (for each child)

- The DfEE statutory transfer form (statutory requirement) (*method to be locally agreed*)
- A copy of the end of year report (statutory requirement)
- SEN information (where relevant) (LEA recommended good practice)

N.B. The completion of the DfEE transfer sheet means that it will no longer be appropriate to include National Curriculum Teacher assessment levels on reports for Year 3 and Year 7 pupils (unless the school wishes to give parents this information).

2. Information to be transferred about the curriculum (for the class/year group) (LEA recommended good practice)

- Curriculum Information Sheets provide one sheet for each subject, in order to inform coordinators/heads of department of the range of experiences the pupils have had so that these can be taken into account when planning work for the pupils and when reviewing schemes of work (*use 1999 sheets, except for mathematics*).

3. Timescales

The deadlines for the receipt of information by receiving schools, which were agreed last year, are unchanged for 2000. They are detailed in the pack and are the latest dates possible for planning purposes. Some clusters will have agreed earlier dates to aid planning in the receiving school(s). This practice is encouraged.

As you are probably aware, the LEA is currently setting up IT systems which in the next few years will enable all the data to be transferred electronically. There will be a review group set up to ensure the transfer system takes full account of this important development and continuity and progression are improved for our pupils.

If you have any other queries about developing your procedures for the transfer of information please contact Sue Cosson on 01603 433276.

Yours sincerely,

Bryan Slater
Director of Education