


Bryan Slater
Director of Education

Distribution

Headteachers & Year 2
 Teachers of all Norfolk LEA
 Infant, First, First & Middle, Primary
 and Special Schools with Year 2
 Children.

action

This document needs your **action** as detailed below:

ACTION	Title	End of Key Stage 1 Assessment and Audit Moderation in 2004.		
	Summary of contents	KS1 Assessment and Audit Moderation details, including list of schools to be audited in 2004 and training opportunities for Y2 teachers/classroom assistants.		
	Associated documents	QCA KS1 Assessment and Reporting Arrangements booklet 2004 which schools will receive during October 2003.		
	Date	17 September 2003		
	Summary of action required	Pink form to be completed and returned to Norfolk Education Advisory Service.		
	To be completed by	Friday 17 October 2003		
	LEA Contact	John Sweet		01603 433276
	E-mail address	John.sweet@norfolk.gov.uk		
	Norfolk Self Review reference	1. How high are standards? 2. How effective is the school in developing pupils' attitudes, values and personal development? 3. How well are pupils taught? 4. How good are curricular and other opportunities?		
	Document reference	MI 192/03		

This Management Information sheet may be found on ESINET at the following address: <http://www.esinet.norfolk.gov.uk/cadmin/misheet/>

JS/ep

17 September 2003

To: Headteachers and Year 2 Teachers of Norfolk LEA Infant, First, First & Middle, Primary and Special Schools with Year 2 Children

Dear Headteacher and Year 2 Teachers,

End of Key Stage 1 Assessment and Audit Moderation in 2004

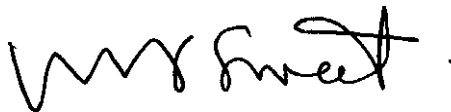
1. As you will be aware, there are significant changes proposed to the assessment arrangements at Key Stage 1. However, these do not come into force until 2005 and will be piloted in 2004 in a number of LEAs around the country. Norfolk is not one of these authorities so our arrangements will remain as they have for the last four years. 25% of schools will have their results audited through cluster group meetings. We have now reached the third year of the cycle and I attach (blue sheet) the list of schools that will be statutorily audited in cluster groups in 2004. Further details will be sent to these schools later in the Autumn Term.
2. Schools with **only one Year 2 teacher** (and he/she is **new to end of Key Stage 1 assessment**) will be visited in order to give support to that teacher and to verify the assessments. **To help us identify these schools please would you complete and return the pink form (attached to this letter) by Friday 17th October 2003. N.B. You only need to complete the pink form if this applies to your school.**
3. As in the past four years, there will be random audit visits to a number of other schools.
4. In 2002 and 2003 many schools, not subject to statutory audit, opted to carry on meeting in clusters with an LEA audit moderator, to discuss and confirm judgements, particularly about children's writing. Consequently in 2004, we will again be arranging optional moderation meetings for clusters in June. There is no DfES funding for this but clusters could use part of their further delegated package for the meeting. Further details will be sent to you later in the Autumn Term.

End of Key Stage 1 Assessment and Audit Moderation in 2004

5. Details of training for teachers new to Year 2, for experienced teachers and for classroom assistants are contained in the attached leaflet. Please send in application forms in the usual way. **Please note that the training for experienced Year 2 teachers is not appropriate for schools subject to statutory cluster group audit (i.e. those listed on the blue sheet) as a similar programme will be covered at the audit meeting later in the spring term.**

If you have any queries, please do not hesitate to contact me via Elizabeth Philpot.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Sweet', followed by a period.

John Sweet
Adviser - Primary Team

Att.