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.

In addition for the 2003/2004 academic year I am allocating for the first time a second named RDA for all Secondary and Special Schools. The reason for this is to provide an enhanced service so that cover is immediately available if the first named RDA is unavailable for any reason. Also there are times when circumstances require an input from more than one member of the Advisory Service. By identifying the second RDA for each school, continuity and speed of response is guaranteed. However, the first named RDA is still your key point of contact.

As from September 2003 your main contact RDA and support 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