

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 and Target Setting for 2005

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.

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. As from September 2003 your main contact RDA and support RDA will be Steve Lord and David Sheppard.

All special schools will have Steve Lord and David Sheppard as their main contact RDA and support RDA. By moving to this system we will be able to provide consistency of provision to individual schools and the special schools as a whole group. Steve Lord will be in contact with you early in the Autumn Term to discuss this new system and to explain with you the revised guidance relating to target setting and statutory target setting process. If you require any further guidance or clarification on any of the above points, please do not hesitate to contact Terry Cook.

Yours sincerely

Bryan Slater
Director of Education

RDA AUTUMN TERM AGENDA 2003

1. School Self Review Process

- 1a Confirmation of grades agreed last term or complete grades if required.
Agree the agenda for the self review process.
- 1b **Any Monitoring linked to self review**
Brief summary of findings

2. Target Setting

2a Analysis of Performance Data

For each key stage:-

- Size of cohort
- Test and teacher assessment results / exam results
- Trends over time
- Attainment against the school's targets
- Any anomalies in these results
- Autumn package analysis (if available)

2b Target Setting

As per target setting timetable and guidance sent to schools / RDAs and completion of target setting proforma.

3. ICT

Discussion of development issues.

4. Workforce remodelling

- your RDA will provide prompt questions

5. Continuing Professional Development

- your RDA will provide prompt questions

6. Other School Agenda Items

7. Key Issues and Recommendations