

NEAS/FM/lp
30 June 2003

Please ask for: Fiona Musters
Email: fiona.musters@norfolk.gov.uk

**Letter to Headteachers of all
infant, first and primary schools,
plus special schools with reception children**

Dear Colleague

Foundation Stage Profile Moderation

Local Education Authorities are responsible for establishing moderator systems for schools and settings in their area. We are keen to work in partnership with schools by appointing teachers with recognised good early years practice to become Foundation Stage Profile Moderators. The skills and experience required to become a moderator are outlined on following pages. We hope that many teachers will come forward and regard this opportunity as a way of extending their professional skills and that schools will benefit from the enhanced skills and experience that the teachers acquire.

All LEA moderators will expect to –

- ☐ Receive at least one day of training to become a moderator;
- ☐ Attend one half day moderator's meeting each term;
- ☐ Attend at least one cross LEA moderator agreement trail each year;
- ☐ Work for no more than 16 days per year in moderation activities within schools/settings;
- ☐ Serve for three years as a LEA moderator.

All moderators will receive –

Travel expenses at the county council rate of 24.2p per mile.

All moderators schools will receive –

Supply cover costs of £160 per day.

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All short listed applicants will be required to attend a short interview at a Professional Development Centre in the autumn term 2003.

Moderation will take place at a number of times during the year, not just in the summer term. Clearly we will wish to keep any disruption to the children's learning and teachers' work load to a minimum and therefore moderation would not take place close to the beginning and end of terms or during Ofsted inspections.

I would be grateful if you could share this letter with your colleagues in the early years and encourage them to apply using the attached forms. Application forms need to be returned by July 21st and addressed for the attention of Fiona Musters, Professional Development Centre, Woodside Road, Norwich, NR7 9QL.

Yours sincerely

A handwritten signature in black ink that reads "Fiona Musters." The signature is written in a cursive, flowing style.

Fiona Musters
Primary Adviser

Encs.