

Dear Colleague

Following my letter to all schools at the start of this year I am now bringing to your attention the important development of the Common Assessment Framework or CAF. A standardised approach to assessing individual children and get a complete picture of their additional needs the CAF will be a key tool for schools and other parts of Children's Services in developing more integrated service delivery.

I am therefore wanting to invite all Head Teachers and key senior teaching staff from Northern Area schools to attend an half-day Manager's Briefing Session on the Common Assessment Framework.

My apologies for what I realise is short notice for these events but it is essential that we make progress in rolling out this key aspect of developing more integrated services for children and young people.

I do hope that you are able to attend one of the briefing sessions. These will be followed up by training opportunities for practitioners and teaching staff as the framework is rolled out across the county.

Any immediate queries about the CAF are best directed to the Area Service Manager linked to your locality.

I look forward to working with you on this important development.

Kindest regards

Graham Wright

Area Director

Managers Briefing

Information Sharing and Assessment – Including the Common Assessment Framework

As you will be aware with the development of Every Child Matters - Change for Children, and the Children's Act 2004 we are charged with developing ways to enable people working with children to communicate across professional boundaries. It is essential that we improve multi-agency working, information sharing and develop a common approach to assessing children's needs. This will ensure that,

- all children and young people get access to the universal education and health services to which they are entitled
- children and young people with additional needs get the right services at the right time

If this is to be achieved we need to ensure that practitioners and teaching staff feel confident and engaged with the process. We are, therefore, offering three half day seminars, which will enable staff with an operational and senior management role in the Northern Area to find out about the operational implications of delivering the ISA Programme, which includes Information Sharing, the Common Assessment Framework and the Information Sharing Index.

It is hoped that this will enable managers and senior staff within schools to ask questions related to how the CAF will operate in practice and define their response to the ISA Programme. These sessions are open to all managers, but priority will be given to those managing teams that engage with children and young people. However, places are limited so we would ask each agency and school to nominate at least one person within their organisation who will take the lead for ISA and the CAF.

The three briefings will be held on the following days

Day	Date	Time	Time	Time	Venue
Tuesday	20 th February	9.30 – 12.15	12.45 – 3.30		Aylsham High School conference suite
Monday	26 th February			5 - 8pm	Aylsham High School conference suite

**APPLICATION FORM TO BOOK A PLACE AT
A CAF MANAGER BRIEFING SESSION**

Name:

Additional Names:

Organisation:

Contact Number:

Email Address:

Please tick the managers' briefing session you wish to attend

Date	Time	Please tick
Tuesday 20 th . February 2007	9.30am – 12.15pm	
Tuesday 20 th . February 2007	12.45pm – 3.30pm	
Monday 26 th . February 2007	5 – 8pm	

Please email or fax back this application form to:

Shirley Fuller: (Tel: 01263 710195) Children's Services, 80 Grove Lane, Holt	shirley.fuller@norfolk.gov.uk Fax: 01263 712093
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