

EPS-DW-VW-Remodelling  
14<sup>th</sup> January, 2005

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**To: Headteachers of all Norfolk  
Secondary Schools**

Dear Colleague,

**Re: School Workforce Remodelling**

As you are aware, schools are currently introducing the statutory changes resulting from the National Workload Agreement of 15<sup>th</sup> January, 2003, i.e. :-

**September 2003:**

- Administrative and clerical work – the “21 tasks”
- Work/life balance
- Leadership and management time

**September 2004:**

- Limit on cover for absent teachers (initially 38 hours/year)

**September 2005:**

- 10% guaranteed time for Planning, Preparation and Assessment (PPA)
- Dedicated headship time
- Exam invigilation.

Considerable emphasis has been placed on training and supporting Primary school colleagues during the last few months and I am aware that I have made little contact with Secondary schools since the Summer Term.

My general perception is that Secondary schools are embracing the reforms and with a considerable degree of success. The big issues are as follows:

- Planning balanced PPA provision for September 2005.
- Continued reduction of cover by teachers (from September 2004)
- Use of Cover Supervisors.
- Use of Support Staff to invigilate Public Exams (from September 2005).
- Use of gained time.

Please let me know if you want me (or David Walker, Remodelling Consultant) to come and advise you and/or your Leadership Team over these issues. Virginia Wakely, Remodelling Support Officer, on 01603 638092 or via e-mail at [virginia.wakely@norfolk.gov.uk](mailto:virginia.wakely@norfolk.gov.uk), will co-ordinate these visits.

I am in the process of organising a conference for Norfolk Secondary Heads through SHA and the NAHT which will principally look at issues relating to the proposed "Excellent Teacher" legislation and the (eventual) removal of Management Allowances. This is likely to take place next term. Headteachers will be aware that the changes will involve further remodelling of staff.

If you have any query or would simply prefer a telephone conversation with me, please do not hesitate to make contact.

Yours sincerely,

Dudley Whittaker  
Remodelling Project Leader (Secondary)