

3rd December 2018

	Action	Information	Meeting
To: Headteachers of all primary, infant, junior and special schools	✓	✓	
Copies to: Chair of Governors, Year 2 and Year 6 teachers	✓	✓	

Dear Colleague,

Additional Support for Teachers new to Year 2 and to Year 6 for 2018-19

This year we are aware that there are a significant number of teachers new to Year 2 and several new to Year 6.

Therefore, we have decided to run half day workshops in January 2019, in addition to the end of phase statutory assessment training for Year 2 and Year 6 teachers, which have taken place in the autumn term.

These sessions will be suitable for anyone new to these year groups, NQTs and teachers who have not taught pupils in the final years of these key stages, since the changes to the national curriculum and assessment.

These workshops are designed to explore statutory assessment arrangements in more detail. There will be more guidance about provision and collecting evidence for teacher assessment and moderation and about preparing for and administering end of year tests. We will adapt the focus of the discussions to meet the needs of participants and will work with groups to address any particular requirements or concerns.

These sessions will be held on **Wednesday 30th January 2019 at County Hall North in Horsham.**

9:00am – 12:00pm – Teachers new to Year 2

1:00pm – 4:00pm – Teachers new to Year 6

Each session will cost £30 for maintained schools and £50 for academies.

If you would like to send someone from your school to one of these sessions, please email Louise Day at Statutory.Moderation@westsussex.gov.uk, stating the following for each session:

- Email header 'New to Year 2' or 'New to Year 6'

- Name of your school.
- The session you would like to book – morning or afternoon.
- Name of the person that will be attending the session.

Please request your place by **Friday 11th January 2019**.

Yours sincerely

TANYA DAVIS-MUNRO

Primary Assessment Leader / Statutory Moderation Manager