

To: All Headteachers/Principals

CHILDREN'S SERVICES AND SKILLS

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Your Ref.

Please ask for: Clair McNeill

Our Ref. CMc/FC

Date: 19 April 2018

Dear Headteacher,

Welcome back after Easter. I hope you had a really good break. Hopefully by now the administration team from our office will have been in touch to discuss possible dates for your Summer school adviser visits. As has been communicated before the agenda for this visit is much more flexible and can be agreed by yourselves with your school adviser.

During the visit it would be a good opportunity to do a visual check of your single central record and revisit any outstanding actions from your Summer 2017 safeguarding visit.

There will be time in the visit to plan for a joint-evaluation activity to validate an area of school development.

I am attaching a broad agenda which advisers will have with them during the visit, please feel free to use this to support building your agenda. You may feel that there is an area you want to focus on more during this visit.

I look forward to seeing you all during this term.

Yours sincerely



Clair McNeill

Team Leader for Education Improvement
Learning & Skills Division