

The Headteacher
All Schools and Academies

CHILDREN'S SERVICES & SKILLS

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Your Ref.

Please ask for: Lorraine Lord

Our Ref.

Date: 3 May 2018

Dear Headteacher,

Good Education Estate Management

Please find attached the Estate Management Organisational Self-Assessment Tool for education providers. This document should be completed in partnership with senior leaders, governors and the site manager. This document should help to ensure there is clear oversight of the school estate:

- assessing what arrangements are in place, and
- identifying what improvements need to be made.

The following documents will provide further information if required to complete the document.

<https://www.gov.uk/government/publications/good-estate-management-for-schools-tools/top-10-estate-checks-for-boards>

<https://www.gov.uk/government/publications/good-estate-management-for-schools-tools/required-knowledge-and-skills>

<https://www.gov.uk/government/publications/good-estate-management-for-schools-tools/tips-to-reduce-energy-and-water-use-in-schools>

Please could **local authority maintained schools** return a completed copy by email to: seis@solihull.gov.uk by **17th July 2018**. A copy should also be retained by the school and included in the school self-evaluation documentation.

Yours sincerely,



Lorraine Lord
Senior Education Safeguarding Lead