

The Headteacher/Principal  
All schools and academies

**CHILDREN'S SERVICES AND SKILLS**

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Your Ref.

Please ask for: Clair McNeill

Our Ref. CM/FC

Date: 21 November 2018

Dear Headteacher/Principal,

I hope the term is going well.

A polite note to remind schools that if they are booked onto briefings and moderation that they let us know if they are no longer able to attend. Particularly with moderation events we have waiting lists with schools desperate to attend. If we know in advance that people are no longer able to come we can offer the places to those schools on the waiting lists. It is frustrating when people simply do not turn up.

I hope you appreciate the spirit in which this is sent we just do not want empty seats which could have been filled.

Kind Regards



**Clair McNeill**

Team Manager for Education Improvement  
Education Improvement Service  
Education & Skills Division