

The Headteacher / Principal

**CHILDREN'S SERVICES AND SKILLS**

Council House, Manor Square  
Solihull, West Midlands B91 3QB  
Tel: 0121 704 6620  
Email: [kathryngrahame@gmail.com](mailto:kathryngrahame@gmail.com)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Date: 14 February 2019

Dear Headteacher,

**PLEASE PASS A COPY OF THIS LETTER AND ALL ATTACHED DOCUMENTATION TO SCIENCE SUBJECT LEADERS/HEADS OF DEPARTMENTS**

***Cross Phase Moderation in the Spring Term 2019***

We are writing to provide you with the details for arrangements of this term's science moderation event for schools.

**Friday 22<sup>nd</sup> March for KS1: Years 1 and 2**  
9.00 - 11.30am at Sans Souci Teachers' Centre

**Thursday 28<sup>th</sup> March for Lower KS2: Years 3 and 4**  
9.00 - 11.30am at The Loft, 2<sup>nd</sup> Floor, Chelmsley Wood Shopping Centre, B37 5EX

**Friday 29<sup>th</sup> March for Upper KS2: Years 5 and 6**  
9.00 - 11.30am at Sans Souci Teachers' Centre

Please may we ask that delegates bring 4 copies of **one pupil's collection of work**. Alternatively delegates may bring a child's book with labels highlighting where the evidence can be found. Please fill in the attached annotation sheet to provide a context to the pupil's work and to give an additional anecdotal evidence that has contributed to the teacher's judgement.

It is **necessary** that the collection of pupil's work will have been **moderated in school** in advance of the session in order to support the school's representing teacher. This is a crucial part of the process. The purpose of these moderation sessions is to confirm with colleagues the judgements of the school. Without the previous discussions in school this cannot be done.

For each session please bring the completed **Record of Moderation** forms which are attached. These are to be completed in school during your moderation process and signed. These will then be signed in the session after work has been discussed

and returned to school as evidence of the process. These will not be provided in the session as the purpose is to confirm the school's judgement so cannot be completed retrospectively.

Moderation continues to be a well attended event and teachers continue to report that their confidence in assessing whether pupils have achieved age expectations increases as a result of attending a session. Although the overarching aim of moderation of this kind is to secure teachers' judgments in moderating a pupil's portfolio of work, delegates also have the opportunity to see and share good practice in planning, delivery and collecting evidence for effective Assessment for Learning.

**The moderation session will have a focus on pupils work that demonstrates understanding on the border of reaching the standard required. It is common for schools to bring packs from their most able students. It would help develop the process to have a range of work to look at. We ask that you bring a pack that is showing some evidence of meeting standard so that we can sharpen our assessment further.**

If you are in any doubt about any of the arrangements for this term's Moderation, please contact Kathryn Grahame at [kathryngrahame@gmail.com](mailto:kathryngrahame@gmail.com)

In order to secure your place, please email [inset@solihull.gov.uk](mailto:inset@solihull.gov.uk). When booking, please state your name, school and the time you wish to attend i.e. KS1 or lower/upper KS2. **Please note that there is no charge for this session.**

I am very much looking forward to working with you.

Yours sincerely

*K. Grahame*

**Kathryn Grahame**