

Cambridge Education  
Demeter House  
Station Road  
Cambridge  
CB1 2RS

T 01223 578500  
F 01223 578501  
risp.inspections@camb-ed.com



12 January 2008

Dear Parents/Carers,

### **Inspection of Shotley Community Primary School by Ofsted on 15/01/2008**

We have just informed your child/ren's school that it will be inspected by Ofsted on **15/01/2008**. The lead inspector will be Mr John Messer AI. Please take a few minutes to read the information leaflet which accompanies this letter. It explains why we inspect schools, and what happens during an inspection. The school is able to supply this letter and the leaflet in languages other than English. These are also available on Ofsted's website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

#### **Your views about the school are important to us**

If you are a registered parent or carer of a pupil registered at the school we are interested to know what you and your child/ren think is good about the school, as well as anything that you would like to be improved.<sup>1</sup> **You can tell us your views by completing our questionnaire** (see overleaf). Please return it to your child's school by **12 noon** on 15/01/2008 in a sealed envelope, addressed to the inspection team. Replies which arrive after this time cannot be considered.

Completed questionnaires will be **confidential** to the inspectors, and will be used to help them reach their judgements. We will not disclose your identity even if the inspectors discuss any issues with the school that you raise in your response. Inspectors will weigh up responses and, where significant, may refer to them in the published inspection report. If responses are not referred to in the report, it does not mean that parents'/carers' views have not been considered. Where concerns are made about a child's safety, inspectors may pass on the information.

#### **Speaking to an inspector**

It may be possible to speak to an inspector during the inspection, for instance at the start of the school day. Inspection administrators will be happy to pass on messages to the inspectors if you are unable to speak to them in person, although inspectors may not be able to contact you directly themselves. You can contact the administrators on 01223 463954. Inspectors will be pleased to receive your comments, but cannot deal with complaints concerning individual pupils or settle disputes between you and the school.

Thank you for taking the time to complete the questionnaire.

Yours faithfully,

Sharon Butcher  
**Senior Operations Support Administrator**  
01223 463954

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<sup>1</sup> Registered parents include parents/carers of registered pupils who do not currently attend school, for example due to sick leave or temporary exclusion.

To: Inspection team at 124606, Shotley Community Primary School

	<i>(Please tick)</i>	<i>strongly agree</i>	<i>agree</i>	<i>disagree</i>	<i>strongly disagree</i>	<i>unable to comment</i>
1.	My child enjoys school.					
2.	My child is making good progress because the teaching is good at school.					
3.	I feel that my child is safe and well cared for at school.					
4.	Behaviour in school is good.					
5.	The school is well led and managed.					
6.	The school takes account of children's views.					
7.	The school seeks the views of parents/carers and takes account of their suggestions and concerns.					
8.	Additional comments:					

I confirm that I am a registered parent/carer of a registered pupil at the school (please tick)

I have a child in Year/s .....

Parent's/Carer's name: **(optional)** \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form in a sealed envelope to your child's school, addressed 'Confidential - For attention of Ofsted inspection team'**

**Thank you once again for completing the questionnaire.**