The Education and Training Inspectorate
Promoting Improvement

Providing inspection services for:
Department of Education
Department for the Economy

Department of Education
www.education-ni.gov.uk

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To The Parents and Guardians
of Pupils Attending _____ Special Unit

SAMPLE

Dear Parent or Guardian

The Education and Training Inspectorate (ETI), on behalf of the Department of Education, is inspecting the provision in _____ Special Unit, where your child attends, in the week beginning _____.

You may find useful the *Inspection of Post-primary Schools Information for Parents/Guardians* available on the ETI website (www.etini.gov.uk): http://tinyurl.com/Info-Parents-PP. It explains the purpose of inspection, the procedures followed by the inspectors and outlines how you can contribute to the inspection process.

In order to find out about the views of more of the pupils, the ETI has developed a confidential online pupil questionnaire. Some schools inspected in the year 2019/20 will be provided with a link to the questionnaire by the Inspection Services Team (IST). The pupils will log on to the online questionnaire link using their school C2k email address. Completion of the questionnaire will take approximately 15 minutes. For those schools in which the pupil questionnaire is completed, the ETI will provide the school with a summary of the views of the pupils in a confidential manner. Their responses will be treated in confidence. However, if a pupil raises a concern about child protection or safeguarding, the inspectors will share this with the school. The pupil letter and the confidential online pupil questionnaire advise that the responses will not be read until the first day of the inspection. In line with the school's policies for child protection/safeguarding, if any pupil is concerned about something, he/she should talk to the Designated Teacher in the school or another adult who they trust. They can also phone Childline free on 0800 1111.

As part of the evidence for the report,the inspection team are also keen to hear your views. The confidential online questionnaire for parents/guardians allows the inspection team to find out your views about the school.

The questionnaire takes approximately 15 minutes to complete and can be accessed at the following link:

_____

The questionnaire should be completed before _____.

CUSTOMER SERVICE EXCELLENCE CSE

Data protection law changed on 25 May 2018. We have published a new Privacy Notice to make it easier for you to find out how we use your information in the Department and your rights. Our Privacy Notice can be found on the Department's website at https://www.education-ni.gov.uk/department-education-privacy-notice.

The inspection team will provide the school with a summary of the views of the parents/guardians. You need to provide your name to validate the questionnaire; however, your details are not, however passed on to the inspection team and your responses are treated in confidence. Please note that any concerns about child protection or safeguarding are shared with the school's designated safeguarding personnel.

The ETI does not have any role or remit in investigating individual complaints about a school. The school will have procedures for handling complaints/enquiries and the school's complaint procedure should explain to you what to do if you are not satisfied.

If you have any problems accessing the link, please contact the Inspection Services Team (IST) by email on eti@education-ni.gov.uk or by telephone on 028 9127 9_____.

Thank you for taking the time to share your views with the ETI.

Yours faithfully

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Inspection Services Team

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