



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](http://www.education-ni.gov.uk)

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To The Parents, Guardians and Carers  
of Children Attending \_\_\_\_\_

Dear Parent, Guardian or Carer

Every year, inspectors from the Education and Training Inspectorate (ETI) inspect a sample of schools in Northern Ireland on behalf of the Department of Education. The ETI is inspecting the provision in \_\_\_\_\_, where your child attends, in the week beginning \_\_\_\_\_.

You may find the inspection of primary schools, information for parents, carers and guardians information leaflet, which can be accessed at <http://tinyurl.com/Info-Parents-Primary>, useful. It explains the purpose of inspection, the procedures followed by the inspectors and outlines how you can contribute to the inspection process.

The inspection team members are keen to hear your views on the quality of the school's provision. If you would like to complete a confidential, online parent/guardian/carers questionnaire, it can be found at the link below. The questionnaire should take no more than 15 minutes to complete:

\_\_\_\_\_

You will need to provide an email address to validate your questionnaire response but ETI will keep your details confidential when giving the school a summary of the issues raised by parents/guardians/ carers.

The confidential, online questionnaire should be completed by \_\_\_\_\_.

If you have any problems completing the questionnaire or accessing the link above please contact the Inspection Services Team (IST) by email on [eti@education-ni.gov.uk](mailto:eti@education-ni.gov.uk) or by telephone on 028 9127 926. Paper copies will be sent to you on request.



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>.

In order to find out about the views of more of the children, the ETI has developed a year 7 children's confidential, online questionnaire. In school, the children will log on to the confidential, online questionnaire link using their school C2k email address. They are not required to give their names within the questionnaire and their responses will be treated in confidence. In line with the school's policies for safeguarding, if any child is concerned about something, he/she should talk to his/her teacher, parent/guardian/carer or someone they know in school who will listen and be able to help them. The Reporting Inspector (RI) will provide the school with a summary of the views of the children in a confidential manner.

The ETI does not pursue/investigate individual complaints about an organisation. Your child's school will have a procedure for handling complaints/ enquiries and it is important that any concerns are brought, in the first instance, to the attention of the principal. Following that, additional lines of communication open to you are the board of governors of your child's school and the employing authority.

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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