



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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Support Staff of _____

Dear Colleague

Every year inspectors from the Department of Education inspect a sample of schools in Northern Ireland. This year _____ will be inspected during week beginning _____.

You may find the post-primary schools inspection guidance, which can be accessed at <http://tinyurl.com/PP-Insp-Guidance>, useful. It explains the inspection process and outlines roles and responsibilities.

An important outcome of the inspection will be the feedback from schools which will inform the Inspectorate in the review of the new inspection types.

As part of the evidence for the report, the inspection team wish to take your views into account, for example, on how the school and you, as a member of the support staff, work together to provide the best education and support for the young people.

An online support staff questionnaire can be found using the weblink below:

<http://eti.nics.gov.uk/TSQ2/Login.aspx>

User Name: _____

Password: _____



Please note that registration is a once only process. Users who have previously registered for an inspection questionnaire do not need to re-register and will receive an error message if they attempt to register again using the same email address. Users who have forgotten their password should follow the prompt on the home page for a password reset.

It should be completed before _____.

If you have any difficulties accessing the links above please contact the Inspection Services Team by email on eti@education-ni.gov.uk or by telephone on 028 9127 9726.

The Inspectorate does not pursue/investigate individual complaints about an organisation. For example, your organisation will have procedures for handling complaints/enquiries and in the first instance concerns should be brought to the attention of the principal of the school, the Board of Governors or the employing authority.

Thank you for your help and co-operation.

Yours faithfully

Inspection Services Team

SAMPLE