

[redacted]

Scottish Government Policy Officer

Scottish Government, Learning Directorate, Performance and Strategy, Area 2C, Victoria Quay, Edinburgh, EH6 6QQ, e-mail [redacted]@gov.scot, Tele 0131 244 [redacted]

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**From:** John Edward [mailto:john.edward@scis.org.uk]  
**Sent:** 08 December 2015 10:56  
**To:** [redacted] ; [redacted]@gtcs.org.uk; [redacted]  
**Cc:** [redacted] ; [redacted] ; [redacted] ; [redacted]  
**Subject:** RE: Registration of Teachers in Independent and grant aided schools

[redacted]

Many thanks.

Most of our school half terms run 15-19 February, but the boarding schools are more varied – some starting on 8 Feb and others not finishing until 21 or 22, so after that would be preferable.

We also have some substantial courses on in February, see 23-27 February here - <http://www.scis.org.uk/cpd/forthcoming-courses/>

I would think that only High School of Glasgow, St Aloysius, Glasgow Academy or Hutchesons' might have space that size, although cabaret style might be trickier. (We tend to use the Glasgow Hilton for bigger courses).

Many thanks

John

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John Edward  
Director  
SCIS  
[www.scis.org.uk](http://www.scis.org.uk)  
twitter @SCISschools/@SCIScpd  
2015 SCIS CPD Programme

---

**From:** [redacted]@gov.scot [mailto:[redacted]@gov.scot]  
**Sent:** 08 December 2015 10:19  
**To:** [redacted]@gtcs.org.uk; John Edward; [redacted]@educationscotland.gsi.gov.uk  
**Cc:** [redacted]@educationscotland.gsi.gov.uk; [redacted]@gov.scot; [redacted]@gov.scot  
**Subject:** Registration of Teachers in Independent and grant aided schools

Colleagues

As discussed at the Working Group meeting on 24 November it was agreed that the Scottish Government would take forward organising an awareness seminar in respect of the progress with and the practicalities associated with the introduction of full GTCS registration for teachers in independent and grant-aided schools.

It was suggested we look for a date in mid to late February and following the meeting Denise and I had a quick chat and were thinking about holding it in Glasgow as it would be more convenient for those travelling from Dumfries and further afield. Before starting to look for a suitable venue I would be grateful if you could let me know if there are any specific dates we should avoid. On the venue we will need premises that can take around 150 to 200 delegates as there are currently 101 independent schools and we would expect each school to send one or even 2 people or should we be inviting more? As it is our intention to be interactive it will have to be cabaret style which can often be a challenge for larger numbers. Denise mentioned Jurys Inn but of course I am open to other suggestions and will have a look around the web. John not sure if any of the independent schools in and around Glasgow would be able to accommodate us but would be happy to look at that as an option.

Ideas and thoughts welcome especially dates to avoid as we are keen on getting as many schools to this event as possible.

[redacted]  
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gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh, leig fios chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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[redacted] )

**From:** [redacted] <[redacted]@scis.org.uk>  
**Sent:** 08 February 2016 11:25  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Review of Guidance on Healthcare in schools - resent )

Hi [redacted] / [redacted],

Apologies for the delay, here are some initial thoughts/questions on the Guidance you sent to me. I thought I would send these to you and at a later stage when you are consulting more widely discuss this with a small number of nurses in independent schools.

- Principles v-I wondered if any thought had been given to how training might be provided in independent schools? Would NHS Boards offer this (as some already may do) or would it be the responsibility of independent schools? How would any training be funded? Would training be provided both for administration of medication and general awareness and by whom?
- Para 23-Is there an obligation on parents to provide sufficient information on their child's health etc. to a school?
- Para 28-The last sentence should say 'pastoral' not 'personal'-this is how this role is described in the legislation
- Paras 88-90-In terms of the storage of medicines I wondered any thought been given to those in boarding schools?
- For the section on PGD's you may wish to link to this document from the Royal College of Nurses [https://www2.rcn.org.uk/data/assets/pdf\\_file/0012/201630/003223.pdf](https://www2.rcn.org.uk/data/assets/pdf_file/0012/201630/003223.pdf) (though of course I understand if you don't have space)

Best wishes,

[redacted]



[redacted]  
 Policy & Liaison Officer

0131 556 [redacted]  
[www.scis.org.uk](http://www.scis.org.uk)  
 @ SCISschools

Company limited by guarantee, registered in Scotland No 125368, Scottish Charity No SC018033

**From:** [redacted]@gov.scot [mailto:[redacted]@gov.scot]  
**Sent:** 26 January 2016 15:12  
**To:** [redacted]  
**Cc:** [redacted]@gov.scot  
**Subject:** RE: Review of Guidance on Healthcare in schools - resent )

[redacted]

Thanks for your email and enclosure. What an interesting mix of information – I'll take a closer look later.

In the meantime, here is a link to the Administration of Medicines in Schools guidance we are working to replace -

[http://www.nes.scot.nhs.uk/media/820809/20120322\\_a\\_guide\\_to\\_good\\_practice\\_in\\_the\\_management\\_of\\_contmarch\\_2012.pdf](http://www.nes.scot.nhs.uk/media/820809/20120322_a_guide_to_good_practice_in_the_management_of_contmarch_2012.pdf)

I also enclose the email issued to the working group today with the draft in progress so far (up to page 20/22 will be considered) and draft work plan. At this stage I would ask that you don't cascade further than within your own office, but I am happy to receive any comments or feedback and keep you in the loop/copy list. I also enclose a list of the stakeholder group members.

Finally, I said I would send you the details of our colleagues in Health policy that has responsibility for the nursing review. I would advise that the first point of contact is [redacted], Chief Nursing Officer's Directorate, 0131 244[redacted], [redacted] @gov.scot.

I trust this is useful.

[redacted]  
Policy Officer

Learning Directorate  
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EH6 6QQ

Buidheann-Stiùiridh an Ionnsachaidh  
Raon 2-C(Deas)  
Cidhe Bhictòria  
Dùn Èideann  
EH6 6QQ  
Phone/Fòn: 0131244 [redacted]

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**From:** [redacted] [mailto:[redacted]!@scis.org.uk]  
**Sent:** 26 January 2016 11:11  
**To:** [redacted]  
**Subject:** RE: Review of Guidance on Healthcare in schools

Hi [redacted],

Thank you for meeting with me yesterday. As promised here is the link to the BSA document, which may be of interest to you: <http://www.boarding.org.uk/media/news/article/2274/A-to-Z-of-Medical-Issues-Boarding-Briefing-Paper-Number-29>

Best wishes,

[redacted]

[redacted]  
Policy and Liaison Officer  
T: 0131 524[redacted]



**From:** [redacted] @gov.scot [mailto:[redacted] @gov.scot ]  
**Sent:** 19 January 2016 10:26  
**To:** [redacted]  
**Subject:** RE: Review of Guidance on Healthcare in schools

Great, see you then and just ask for me at Reception.

[redacted]  
Policy Officer

Learning Directorate  
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Victoria Quay  
Edinburgh  
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[redacted]

**From:** [redacted]  
**Sent:** 16 March 2016 10:17  
**To:** [redacted] @scis.org.uk'  
**Subject:** Scottish Survey of Literacy and Numeracy - Guidance to Schools 160316

Dear [redacted]

I refer to our previous correspondence about the Scottish Survey of Literacy and Numeracy 2016.

Please find attached copies of recent correspondence sent to independent schools participating in the SSLN 2016, for your information.

1. Letter to schools (3 versions depending on what school has been sampled to complete)
2. Guidance leaflet for schools
3. Parent / Carer letter
4. Guidance leaflet for parents
5. SSLN planning flowcharts
6. Staffroom posters
7. Guidance on selection and submission of class-based writing (for writing schools)



SSLN 2016 - Initial SSLN 2016 - Initial SSLN 2016 - Initial SSLN2016 -  
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SSLN2016 - SSLN2016 - SSLN2016 -  
Staffroom Poste... Staffroom Poste... Staffroom Poste...



FinalWritGuidan...

Regards

[redacted]  
Scottish Survey of Literacy and Numeracy Team

Scottish Government  
2-D South (mail 28)  
Victoria Quay  
Edinburgh EH6 6QQ  
tel: 0131 244 [redacted]  
fax: 0131 244 0354

<http://www.gov.scot/Topics/Statistics/Browse/School-Education/SSLN>



«ContactName»  
 «ContactPosition»  
 «SchlName»  
 «Address1»  
 «Address2»  
 «Address3»  
 «Address4»  
 «Postcode»

SSLN School ID - «SchoolID»

March 2016

Dear «ContactName»

## SCOTTISH SURVEY OF LITERACY AND NUMERACY (SSLN) – LITERACY 2016

Thank you for agreeing to coordinate SSLN 2016 in your school, which will be administered during the period 3<sup>rd</sup> May to 3<sup>rd</sup> June 2016. We are writing to inform you of the next steps involved in preparing your school for the 2016 survey, as set out in the enclosed documents:

- a leaflet for the SSLN Coordinator (*Guidance for Schools 1: Preparing for the SSLN*)
- a planning flowchart
- a staffroom poster
- parent/carer letters
- information leaflets for parents/carers.

Please familiarise yourself with all the information provided to ensure effective planning and communication with staff, parents and pupils.

The attached annex contains guidance on how you should randomly select pupils to participate in the SSLN and select teachers to complete a questionnaire.

As you are aware, the SSLN focuses on literacy and numeracy in alternate years. The 2016 survey will focus on literacy. All pupils selected to take part in the literacy survey will be asked to complete both a paper and pencil and an online reading assessment. In addition, some schools will be asked to participate in either a listening and talking assessment (a group discussion) or the assessment of writing (submit class-based writing). Pupils from your school have been selected to participate in **reading** assessments.

If you indicated on your registration form that you may require Gaelic versions of materials, we will contact you to confirm your requirements.

Survey materials and specific guidance on the assessments will be issued in late April 2016. Elements of the survey and further support for schools are available through [www.ssln.org.uk](http://www.ssln.org.uk).

Previous SSLN results can be found at: [www.gov.scot/ssltn](http://www.gov.scot/ssltn).

## SSLN and the National Improvement Framework

The National Improvement Framework for Scottish Education was launched on 6<sup>th</sup> January, outlining our vision to continually improve Scottish education and close the attainment gap. Over time, the Framework will provide robust, consistent and transparent data at a geographic level that we have never had before. This includes data on the achievement of Curriculum for Excellence levels for literacy and numeracy at the end of P1, P4, P7 and S3 based on teacher judgement. Teacher judgements will be informed by new national standardised assessments, to be piloted later this year and available for use in schools in 2017. Therefore, the SSLN 2016 is integral to providing a national picture of performance in Scottish schools until such time as nationally available data from the new collections are available.

If you have any questions please don't hesitate to contact the SSLN Helpline by email at [ssl@sga.org.uk](mailto:ssl@sga.org.uk) or by telephone on 0345 213 6964.

Once again, thank you for your support in delivering the 2016 SSLN.

Yours sincerely

[redacted]  
SSLN Assessment Manager

Encs

«ContactName»  
 «ContactPosition»  
 «SchlName»  
 «Address1»  
 «Address2»  
 «Address3»  
 «Address4»  
 «Postcode»

SSLN School ID - «SchoolID»

March 2016

Dear «ContactName»

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- information leaflets for parents/carers
- information on the selection and submission of class-based writing.

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If you indicated on your registration form that you may require Gaelic versions of materials, we will contact you to confirm your requirements.

Specific guidance on the selection of class based writing is enclosed with this letter. **Please note that examples of class-based writing should be submitted by 22<sup>nd</sup> April 2016.**

Survey materials and specific guidance on the reading assessments will be issued in late April 2016. Elements of the survey and further support for schools are available through [www.ssln.org.uk](http://www.ssln.org.uk).

Previous SSLN results can be found at: [www.gov.scot/ssl](http://www.gov.scot/ssl).

## SSLN and the National Improvement Framework

The National Improvement Framework for Scottish Education was launched on 6<sup>th</sup> January, outlining our vision to continually improve Scottish education and close the attainment gap. Over time, the Framework will provide robust, consistent and transparent data at a geographic level that we have never had before. This includes data on the achievement of Curriculum for Excellence levels for literacy and numeracy at the end of P1, P4, P7 and S3 based on teacher judgement. Teacher judgements will be informed by new national standardised assessments, to be piloted later this year and available for use in schools in 2017. Therefore, the SSLN 2016 is integral to providing a national picture of performance in Scottish schools until such time as nationally available data from the new collections are available.

If you have any questions please don't hesitate to contact the SSLN Helpline by email at [ssl@sga.org.uk](mailto:ssl@sga.org.uk) or by telephone on 0345 213 6964.

Once again, thank you for your support in delivering the 2016 SSLN.

Yours sincerely



Gordon Brown  
SSLN Assessment Manager

Encs

«ContactName»  
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 «SchlName»  
 «Address1»  
 «Address2»  
 «Address3»  
 «Address4»  
 «Postcode»

SSLN School ID - «SchoolID»

March 2016

Dear «ContactName»

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Please familiarise yourself with all the information provided to ensure effective planning and communication with staff, parents and pupils.

The attached annex contains guidance on how you should randomly select pupils to participate in the SSLN and select teachers to complete a questionnaire.

As you are aware, the SSLN focuses on literacy and numeracy in alternate years. The 2016 survey will focus on literacy. All pupils selected to take part in the literacy survey will be asked to complete both a paper and pencil and an online reading assessment. In addition, some schools will be asked to participate in either a listening and talking assessment (a group discussion) or the assessment of writing (submit class-based writing). Pupils from your school have been selected to participate in **reading and listening and talking** assessments.

If you indicated on your registration form that you may require Gaelic versions of materials, we will contact you to confirm your requirements.

Survey materials and specific guidance on the assessments will be issued in late April 2016. Elements of the survey and further support for schools are available through [www.ssln.org.uk](http://www.ssln.org.uk). As you are aware, a trained Support Assessor (a teacher seconded to SSLN to carry out this work) will contact you towards the end of March to finalise arrangements to visit your school to administer the **listening and talking** assessment.

Previous SSLN results can be found at: [www.gov.scot/sslh](http://www.gov.scot/sslh).

## SSLN and the National Improvement Framework

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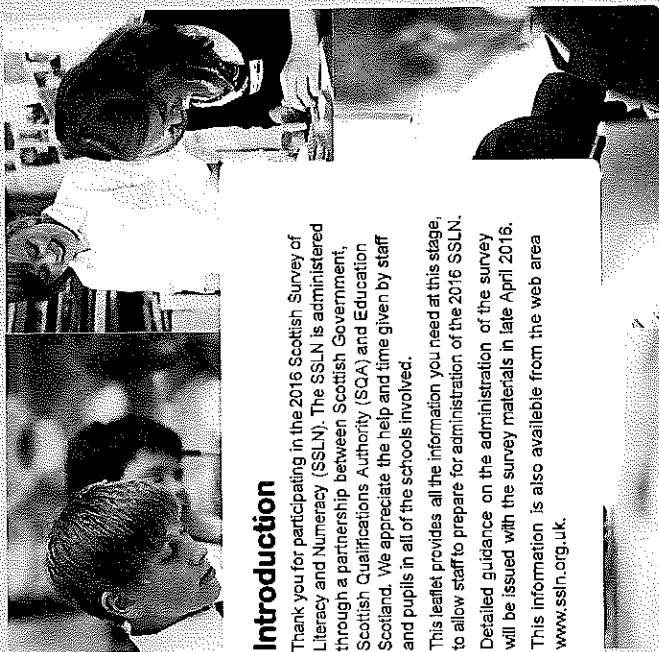
If you have any questions please don't hesitate to contact the SSLN Helpline by email at [sslIn@sqa.org.uk](mailto:sslIn@sqa.org.uk) or by telephone on 0345 213 6964.

Once again, thank you for your support in delivering the 2016 SSLN.

Yours sincerely

[redacted]  
SSLN Assessment Manager

Encs



**Introduction**

Thank you for participating in the 2016 Scottish Survey of Literacy and Numeracy (SSLN). The SSLN is administered through a partnership between Scottish Government, Scottish Qualifications Authority (SQA) and Education Scotland. We appreciate the help and time given by staff and pupils in all of the schools involved.

This leaflet provides all the information you need at this stage, to allow staff to prepare for administration of the 2016 SSLN. Detailed guidance on the administration of the survey will be issued with the survey materials in late April 2016.

This information is also available from the web area [www.ssln.org.uk](http://www.ssln.org.uk).



**Scottish Survey of Literacy and Numeracy**

Curriculum for Excellence  
 SSLN 2016 (Literacy)  
 Guidance for schools 1  
 Preparing for the SSLN

## About the SSLN

The SSLN has been running since 2011 and is an annual sample-based survey which monitors performance in literacy and numeracy at P4, P7 and S2. The 2016 survey will focus on literacy.

The SSLN will take place in schools between 3 May and 3 June 2016. You should also administer the SSLN on the dates that suit you best within this timeframe. Please see the final page of this leaflet and the separate planning flowchart for key actions and dates.

Up to two pupils will be selected to participate at each primary stage (P4 and P7) and up to 12 pupils at S2. The activities allocated to each pupil will be listed in the Assessment Allocation Sheet which is issued to you by email in late April. Pupils participating in the survey may be asked to do one or more of the following:

- complete pencil and paper reading assessments
- complete online reading assessments
- submit samples of class-based writing
- participate in a group discussion activity
- complete an online questionnaire

A sample of teachers who teach pupils at the survey stages (P4, P7 and S2) will be invited to complete an online questionnaire about their literacy teaching experiences and opinions.

Detailed instructions on the administration of the assessments and questionnaires will be provided along with the survey materials.

## Selecting your school's sample

You will select both your pupil and teacher sample using the procedure explained in Annex A of the guidance letter.

## Pupil sample

Please select the required number of pupils from each stage following the instructions in Annex A. Unique SSLN identifiers are assigned to every school and pupil to ensure the anonymity of the selected pupil.

## Informing parents/carers of pupils selected to take part

Parent/carer letters and information leaflets are enclosed with this leaflet. Once you have finalised your pupil list, you will need to complete and send the enclosed letter and information leaflet to the parents/carers of each pupil that has been selected as soon as possible.

The letter informs parents/carers about the purpose of the SSLN and about how the information gathered will be used. The letter makes it clear that parents/carers have the opportunity to withdraw their child, should they so wish. Please note the letter asks parents/carers who wish to withdraw their child from the survey to inform their school directly.

The parent/carer letter can be provided in other languages. To request this please contact the SSLN Team.

## Finalising the list of pupils who are taking part

The list of pupils selected to take part can be affected by the following changes:

- the pupil has left your school – It is possible that a pupil may leave the school following selection for participation in the SSLN.
- the pupil is withdrawn by the school – Should you feel that a particular pupil will be unduly stressed or adversely affected by taking part in the survey, you can withdraw the pupil at your discretion.
- the pupil is withdrawn by their parent/carer – Parents/carers who want to withdraw their child from the SSLN are asked to inform their school.

Schools are asked to record any withdrawals or absences on the Pupil Record sheet, which will be sent to schools for return to SSLN along with the survey materials.

Please note schools should not replace any pupils that are absent or withdrawn. Schools should carry out the survey with all remaining sampled pupils completing the assessments they are allocated.

## Pupils with additional support needs (ASN) or English as an additional language (EAL)

All pupils attending mainstream schools, including pupils with ASN or EAL, are part of the population of pupils which the survey results represent and so are eligible for sampling. Survey pupils are selected at random from each school, with the aim that the sample is representative of the school population overall.

Pupils should be given the same level of support they would normally have for assessments in class. For example, where pupils are usually provided with a scribe or phonographic enlargement of materials, teachers may also provide this support with the SSLN. However, pupils must complete the survey in English or Gaelic; translations of the assessments into other languages should not be provided.

If the school feels that completing the survey would be distressing for any pupils selected in their sample, the pupil can be withdrawn at any time, including during the survey. This should be recorded on the Pupil Record.

## Teacher Questionnaires

A sample of teachers at each survey stage will be asked to complete an online teacher questionnaire. For schools with primary stages either all P4 or all P7 teachers at their school will be asked to complete an online questionnaire. This information is given in Annex A of the guidance letter.

For schools with secondary stages, we require your assistance in selecting the random sample of S2 teachers to complete the survey's online teacher questionnaire. Full instructions are provided in Annex A of the guidance letter.

You will be provided with teacher questionnaire leaflets with the survey materials for issue to the selected teachers.

## Arranging accommodation and supervision

No special accommodation is necessary for pupils to complete the assessments so long as they are able to complete them without being unduly disturbed or distracted. You may decide to use a separate room or to integrate the assessments alongside other work in the classroom, where appropriate. For schools involved in group discussion assessments a quiet area would be preferable.

For part of the survey, pupils must be able to access a computer with internet access. However not all pupils need to have access at the same time.

It is important that all teachers administering the assessments have a copy of the list of SSLN pupil IDs matched to the names of participating pupils. This will help ensure that each pupil receives the correct assessments.

## Key actions and dates for the administration of the 2016 SSLN

Action	Due
Preparation for the SSLN	
Schools receive the pupil and teacher sample	By 18 March 2016
Schools inform parents and finalise the pupil and teacher sample	By end April 2016
Schools prepare for the administration of the SSLN	By end April 2016
Administration of survey and return of materials (detailed guidance to follow)	
Assessment materials, questionnaires and further guidance arrive in schools	Late April 2016
Schools administer assessments and questionnaires	3 May – 3 June 2016
Schools return all materials to SSLN	By 10 June 2016

See SSLN 2016 – Planning Flowchart for a more detailed overview of key actions.

## Support for you

All online assessments and questionnaires are accessed through the SSLN web area, [www.ssln.org.uk](http://www.ssln.org.uk). From here you can also access information and advice, exemplification, interactive demonstrations and a discussion forum. Electronic copies of all documentation and a list of frequently asked questions are also available.

## SSLN Team – contact us

You can contact the SSLN Team with any queries by email at [ssl@ssl.org.uk](mailto:ssl@ssl.org.uk) or by telephone on 0345 213 8864.



T: 0131-244 6964  
E: ssln@gov.scot

March/April 2016

Dear Parent/Carer

## SCOTTISH SURVEY OF LITERACY AND NUMERACY (SSLN) – LITERACY 2016

I am writing to inform you that your child, ....., has been randomly selected to take part in the 2016 Scottish Survey of Literacy and Numeracy (SSLN). The survey takes place in May/June of this year.

The SSLN was introduced in 2011 and provides a national picture of literacy and numeracy performance across Scotland, and on pupils' attitudes to learning. It is an annual, sample-based survey and all mainstream schools in Scotland are asked to take part in the SSLN. A small sample of pupils at P4, P7 and S2 are randomly selected from all participating schools. Information collected for the survey is anonymous and will not be used to produce any individual information on your child or their school. The information will remain confidential in accordance with the Data Protection Act (1998).

Over time, the SSLN will be replaced by alternative data collections under the National Improvement Framework for Scottish Education. The Framework sets out how evidence will be gathered to inform action, making sure that we are all focused on improving standards for our children and young people. The National Parent Forum of Scotland has produced a factsheet on the National Improvement Framework, which can be accessed here:  
<http://www.gov.scot/Resource/0049/00491748.pdf>.

The enclosed leaflet contains more information on the SSLN and how the findings are used. Results from previous surveys can be found at [www.gov.scot/ssl](http://www.gov.scot/ssl).

You may find it helpful to discuss the survey with your child to ensure they understand why they have been asked to take part and how the information it collects is important to Scotland.

We are always grateful for the help we receive from participating schools, pupils and their parents and we hope that you agree to your child taking part in this year's survey. If you have any questions or wish to withdraw your child from the survey, **please contact your child's school.**

Yours faithfully



[redacted]

Head of Learning Analysis  
Education Analytical Services



INVESTOR IN PEOPLE



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# Scottish Survey of Literacy and Numeracy

 Curriculum for Excellence

**SSLN 2016 (Literacy)**  
**Information for  
parents/carers**

## What is the Scottish Survey of Literacy and Numeracy (SSLN)?

The SSLN has been running since 2011 and is an annual, sample-based survey which monitors performance in literacy and numeracy at P4, P7 and S2. The 2016 survey will focus on literacy.

## Why do we need a survey?

The Scottish Government, local authorities and other partners, including Education Scotland and the Scottish Qualifications Authority (SQA), require accurate and up-to-date information on pupil performance in literacy and numeracy, and on pupils' attitudes to learning.

This helps to establish the quality of Scottish education and identify opportunities to improve the education service.

## How will the survey help?

We are keen to help all of Scotland's young people to progress through their education, to succeed in all aspects of school life and achieve their full potential. Accurate and up-to-date data collected through the SSLN allows the survey partners to meet the following objectives:

- plan and deliver better policies for the benefit of all pupils
- better understand factors which influence pupil performance in literacy and numeracy
- share good practice
- develop professional learning resources to support teachers

## What will be expected of pupils taking part in the survey?

Most pupils selected to take part in the 2016 SSLN will:

- complete reading assessments, including a written booklet, and two short online reading tasks
- participate in a group discussion activity or submit two examples of class-based writing
- fill in an online questionnaire

## When will the survey take place?

Your school will arrange for this to happen during class time between 3 May and 3 June 2016.

## Why has my child been selected to take part in the survey?

All mainstream schools in Scotland are asked to take part in the SSLN and a small sample of pupils at P4, P7 and S2 are randomly selected from all participating schools.

## Will I get to see my child's results?

Results for individual children, schools or local authorities will not be published. The survey is completed anonymously and each child's results form part of a much bigger picture that allows us to assess overall performance across Scotland.

## How will taking part in the survey benefit my child's learning?

Assessment is a regular part of your child's learning. Participation in the survey will involve no longer than 2-3 hours of your child's time and will provide them with the opportunity to practise their skills. The assessments have been specially designed by teachers for the survey and we hope that your child will enjoy participating in the SSLN and contributing to an important national survey.

## Is there anything I can do to help my child prepare?

There is no requirement for parents/carers or schools to prepare participating pupils for the survey. You might wish to discuss participation in the survey with your child to ensure they understand why they have been asked to take part and how the information collected is important to Scotland.

## What if my child requires additional support?

Schools are asked to judge whether additional support is necessary for any of the pupils selected to take part. Pupils should be given the level of support they would normally have for assessments in class. For example, where pupils are usually provided with a scribe or photographic enlargement of materials, teachers may also provide this within the SSLN.

## What data is collected about my child and how is it used?

Information collected for the SSLN is for statistical and research purposes only. Pupil names and addresses are not collected. Your child will be given an SSLN ID number which ensures their anonymity and acts as a unique identifier throughout the survey. To minimise the amount of data we collect in the SSLN, the data will be linked with other statistical sources, none of which will allow your child to be identified. All data is held securely and no information on individual pupils or schools will be published.

## What happens to the information collected?

The statistical reports generated from the survey can be found at [www.gov.scot/ssl/n](http://www.gov.scot/ssl/n).

The report for this year's literacy survey will be published in 2017.

The survey results are also used to produce Professional Learning Resources for teachers, to support their learning and teaching practice. These can be found on the Education Scotland website at [www.educationscotland.gov.uk/ssl/n](http://www.educationscotland.gov.uk/ssl/n).

## How is the survey data protected?

All partner organisations working on the SSLN take the issue of confidentiality very seriously. The collection, transfer, processing and sharing of SSLN data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data.

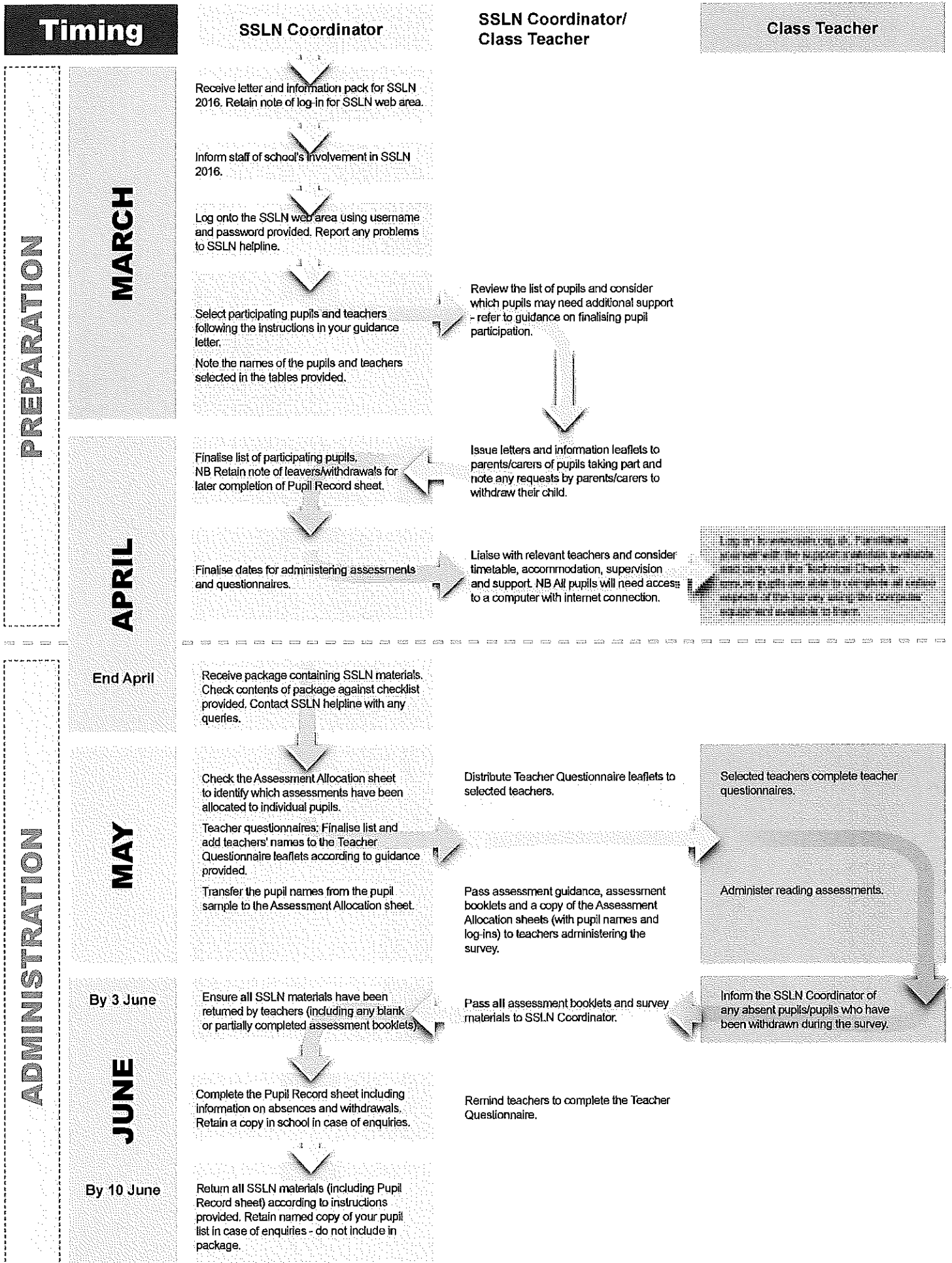
The Scottish Government may make anonymous datasets available for specific pieces of research in order to help us meet our objectives (set out above). In all cases, the data which is shared will be anonymous and will not allow the identification of an individual. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual data will be made public and that the data will not be used to take any action in respect of an individual. The Scottish Government will retain responsibility for the sharing and use of the data collected through the SSLN and will take all decisions on sharing data based on the need to maintain the anonymity of those taking part in the survey.

## What if I have questions or concerns?

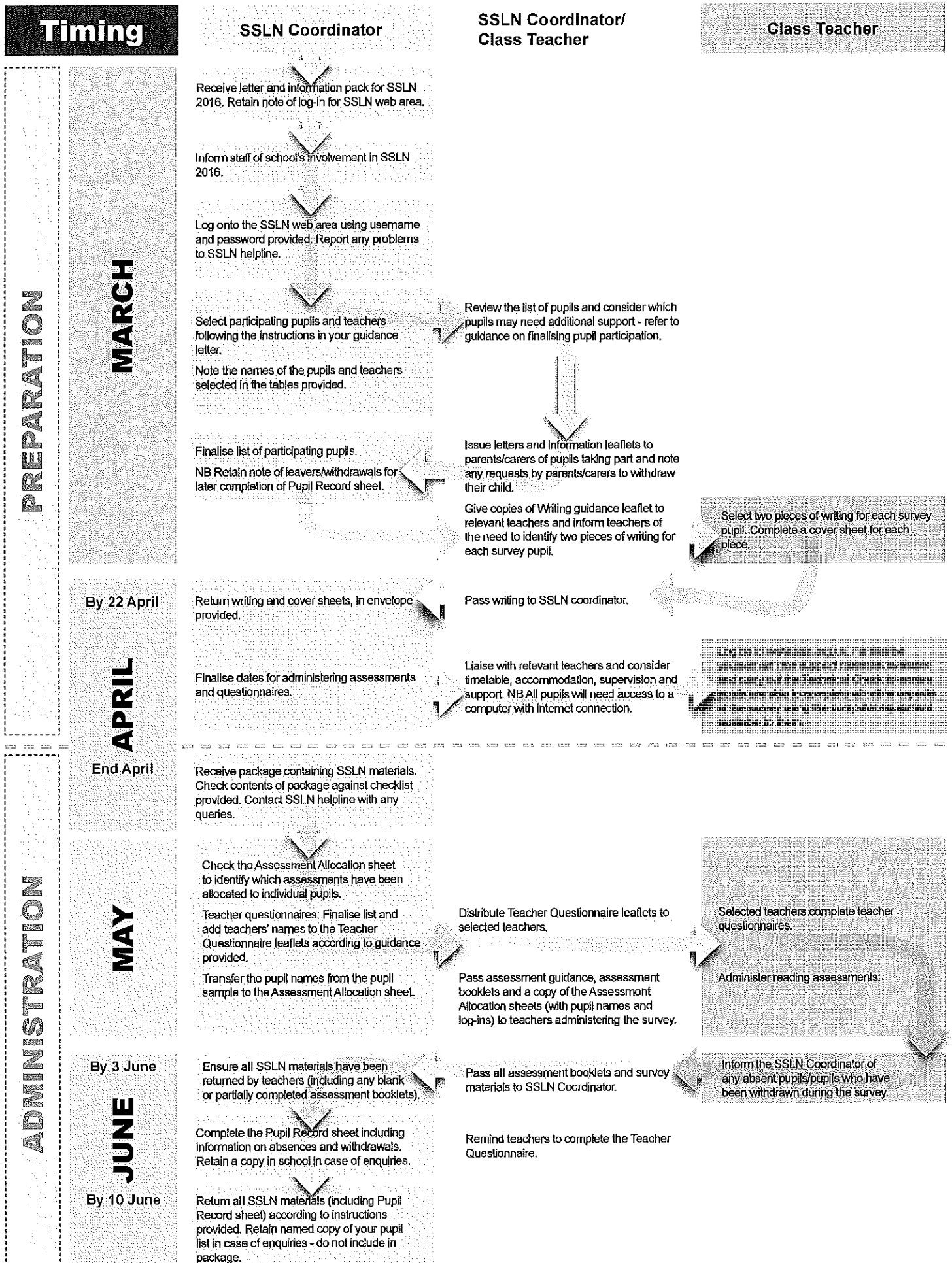
If you or your child have any questions about your child's participation in the SSLN or you wish to withdraw your child from the survey, please contact your child's school.

For any other questions, please contact the SSLN Team by e-mail at [ssln@sqa.org.uk](mailto:ssln@sqa.org.uk) or by telephone on 0345 213 6964. Further information is also available from the SSLN web area at [www.ssln.org.uk](http://www.ssln.org.uk).

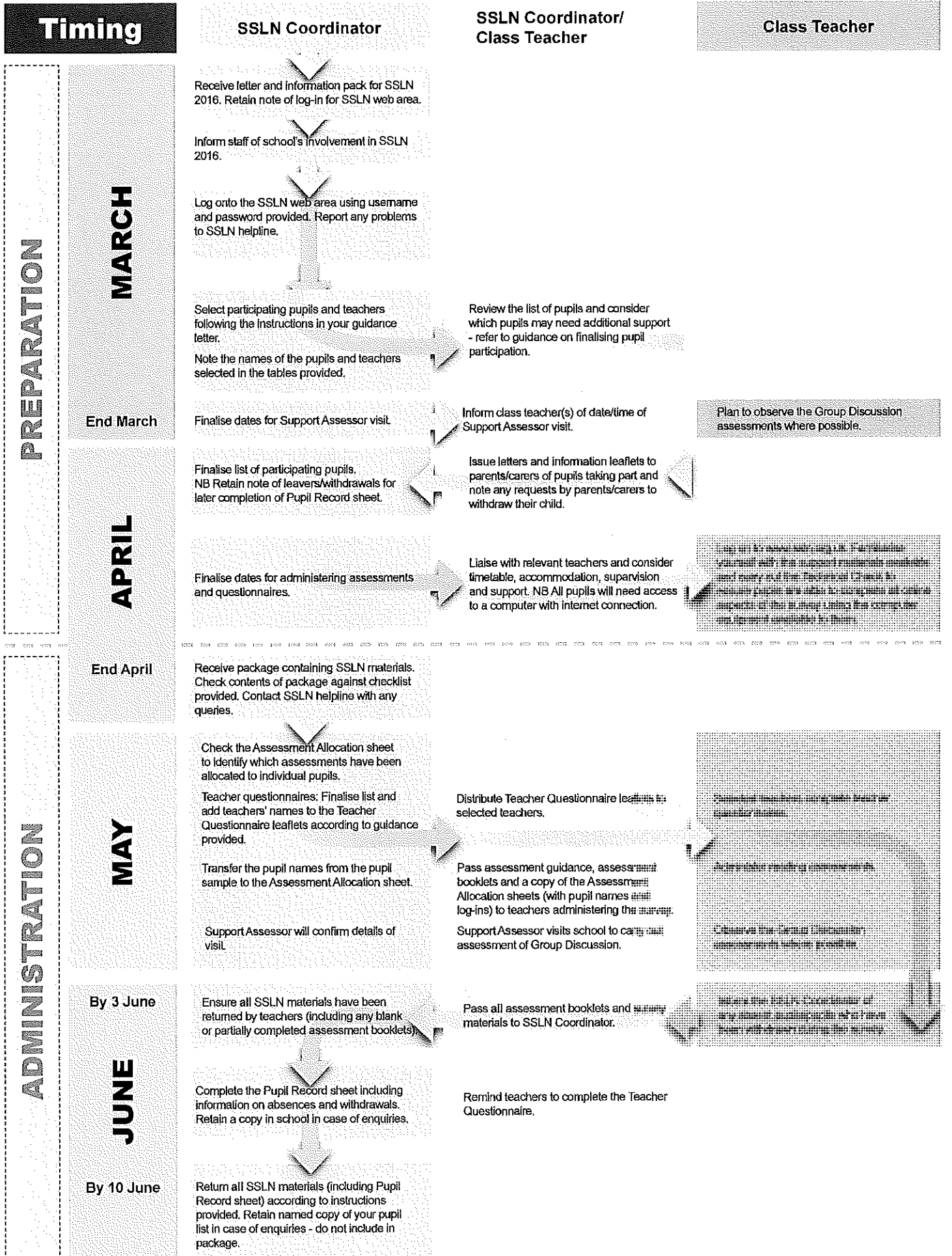
# SSLN 2016 – Planning flowchart (Independent schools taking part in Reading only)



# SSLN 2016 – Planning flowchart (Independent schools taking part in Reading and Writing)



# SSLN 2016 – Planning flowchart (Independent schools taking part in Reading and Group Discussion)



# Scottish Survey of Literacy and Numeracy 2016



(Reading schools)



## What is the SSLN?

The SSLN is an annual, sample-based survey which monitors national performance in literacy and numeracy at P4, P7 and S2. The survey focuses on literacy and numeracy in alternate years. Information from the survey is used to develop resources for teachers to inform improvements in learning and teaching. In 2016, the focus of the survey is literacy. To find out more about the survey go to [www.ssln.org.uk](http://www.ssln.org.uk).

Pupils selected in this school will be taking part in the **Reading** component of the survey. All pupils will also complete a questionnaire.

## How many pupils will be involved?

At each stage in primary schools, up to two pupils will participate in the survey. In secondary schools, up to twelve pupils will participate in the survey.

## What will teachers have to do?

A sample of teachers who teach pupils at the survey stages (P4, P7 and S2) will be invited to complete an online questionnaire about their literacy teaching experiences and opinions. If you teach at one of the survey stages you may be involved in administering the assessments.

## When will the survey take place?

The SSLN will take place in all schools between 3 May and 3 June 2016. In this school the SSLN will be administered on –

Go to [www.ssln.org.uk](http://www.ssln.org.uk) for:

- more information about the SSLN
- sample assessment materials
- a link to the results of previous surveys
- a link to the Professional Learning Resources.

## The SSLN coordinator

A member of staff in each school has been nominated to coordinate the administration of the SSLN. The SSLN coordinator in this school is –

## Questions?

Contact the SSLN Helpline at [ssl@sq.org.uk](mailto:ssl@sq.org.uk) or speak to one of our team on 0345 213 6964 (from 08.30 to 16.30, Mon - Fri).

Thank you for taking part.



# Scottish Survey of Literacy and Numeracy 2016



(Writing and Reading schools)



## What is the SSLN?

The SSLN is an annual, sample-based survey which monitors national performance in literacy and numeracy at P4, P7 and S2. The survey focuses on literacy and numeracy in alternate years. Information from the survey is used to develop resources for teachers to inform improvements in learning and teaching. In 2016, the focus of the survey is literacy. To find out more about the survey go to [www.ssln.org.uk](http://www.ssln.org.uk).

Pupils selected in this school will be taking part in the **Reading** and the **Writing** components of the survey. All pupils will also complete a questionnaire.

## How many pupils will be involved?

At each stage in primary schools, up to two pupils will participate in the survey. In secondary schools, up to twelve pupils will participate in the survey.

## What will teachers have to do?

A sample of teachers who teach pupils at the survey stages (P4, P7 and S2) will be invited to complete an online questionnaire about their literacy teaching experiences and opinions. If you teach at one of the survey stages you may be involved in administering the assessments or selecting pupil writing.

## When will the survey take place?

The SSLN will take place in all schools between 3 May and 3 June 2016. In this school the SSLN will be administered on –

Pupil writing should be submitted to your SSLN coordinator by -

## The SSLN coordinator

A member of staff in each school has been nominated to coordinate the administration of the SSLN. The SSLN coordinator in this school is –

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- more information about the SSLN
- sample assessment materials
- a link to the results of previous surveys
- a link to the Professional Learning Resources.

## Questions?

Contact the SSLN Helpline at [ssl@sga.org.uk](mailto:ssl@sga.org.uk) or speak to one of our team on 0345 213 6964 (from 08.30 to 16.30, Mon - Fri).

Thank you for taking part.

# Scottish Survey of Literacy and Numeracy 2016



(Group Discussion and Reading schools)



## What is the SSLN?

The SSLN is an annual, sample-based survey which monitors national performance in literacy and numeracy at P4, P7 and S2. The survey focuses on literacy and numeracy in alternate years. Information from the survey is used to develop resources for teachers to inform improvements in learning and teaching. In 2016, the focus of the survey is literacy. To find out more about the survey go to [www.ssln.org.uk](http://www.ssln.org.uk).

Pupils selected in this school will be taking part in the **Reading and Group Discussion** components of the survey. All pupils will also complete a questionnaire.

## How many pupils will be involved?

At each stage in primary schools, up to two pupils will participate in the survey.

In secondary schools, up to twelve pupils will participate in the survey.

## What will teachers have to do?

A sample of teachers who teach pupils at the survey stages (P4, P7 and S2) will be invited to complete an online questionnaire about their literacy teaching experiences and opinions.

If you teach at one of the survey stages you may be involved in administering the assessments or observing the group discussion assessment.

## When will the survey take place?

The SSLN will take place in all schools between 3 May and 3 June 2016. In this school the SSLN will be administered on –

The Group Discussion Support Assessor will visit on –

## The SSLN coordinator

A member of staff in each school has been nominated to coordinate the administration of the SSLN. The SSLN coordinator in this school is –

Go to [www.ssln.org.uk](http://www.ssln.org.uk) for:

- more information about the SSLN
- sample assessment materials
- a link to the results of previous surveys
- a link to the Professional Learning Resources.

## Questions?

Contact the SSLN Helpline at [ssl@sqe.org.uk](mailto:ssl@sqe.org.uk) or speak to one of our team on 0345 213 6964 (from 08.30 to 16.30, Mon - Fri).

Thank you for taking part.

SQA

# Guidance for teachers on selecting writing for SSLN 2016

## Guidance for teachers on selecting writing for SSLN 2016

Schools participating in the assessment of writing are required to submit **two pieces of class-based extended<sup>1</sup> writing** for each of the pupils selected to take part in the SSLN. You will receive the pupil list from your ScotXed Coordinator. If you have not received this list by 18 March 2016, please contact the SSLN Team (ssl@sga.org.uk). Once you have received your pupil list, you should complete and send the letter and leaflet to the parents/carers of each pupil selected as soon as possible in order to finalise the list of pupils taking part.

Along with this guidance leaflet you will have received two writing cover sheets per pupil and a plastic folder labelled with your school ID. Each cover sheet includes a peel off bar-coded label to affix to the writing.

## Summary of requirements

The box below summarises what is required. The rest of this guidance sheet provides more detailed information and specific guidance on the types of writing that may be submitted.

- **Two samples of writing are required for each pupil selected. The pieces should be:**
  - from two **different curriculum areas**
  - **written for two different purposes** (see guidance on page 3)
  - **extended** pieces of writing.
- The writing submitted **must** reflect the CfE Literacy experiences and outcomes.
- The writing may be selected from pupils' existing writing or may be created specifically for the survey.
- The writing should reflect the level at which the pupil is currently working.
- The writing should be in English (or Gaelic, where appropriate).
- A cover sheet must be completed and a bar-coded label attached to **each** piece of writing submitted.

**Please do NOT submit any of the following as, while these are valid pieces of work, on their own they generally do not provide us with sufficient evidence on which we can make an assessment:**

- diagrams
- charts/maps
- posters
- lists
- answers to questions/worksheets/close reading exercises
- notes
- anything that is not the pupil's own work (copied from the internet/reference books/white board etc) or anything that has been created with another pupil
- writing that is not in English (or Gaelic, where appropriate)

Please see the table on page 3 for examples of extended writing tasks and possible formats that reflect the CfE Literacy experiences and outcomes.

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<sup>1</sup> *The length of a piece of 'extended' writing will vary depending on the task and the level but writing submitted should, wherever possible, be of a length that will allow an assessor to make an accurate judgement of a pupil's attainment. However, please **do not** submit complete projects that run to many pages.*

## Level of teacher support for pupils

The amount of teacher input to the pieces of writing submitted should be appropriate to the stage of the participating pupil. The piece of writing may be a draft version or a final copy. However, please do not submit a piece of work which has had a considerable amount of teacher input, eg work that has been marked by the teacher and then copied out again by the pupil. A normal level of teacher-pupil feedback on the piece is acceptable but any editing or improving should be the work of the pupil.

If writing has been scribed for a pupil with additional support needs, this should not be indicated on the script but recorded on the cover sheet (see below).

## Submitting the writing

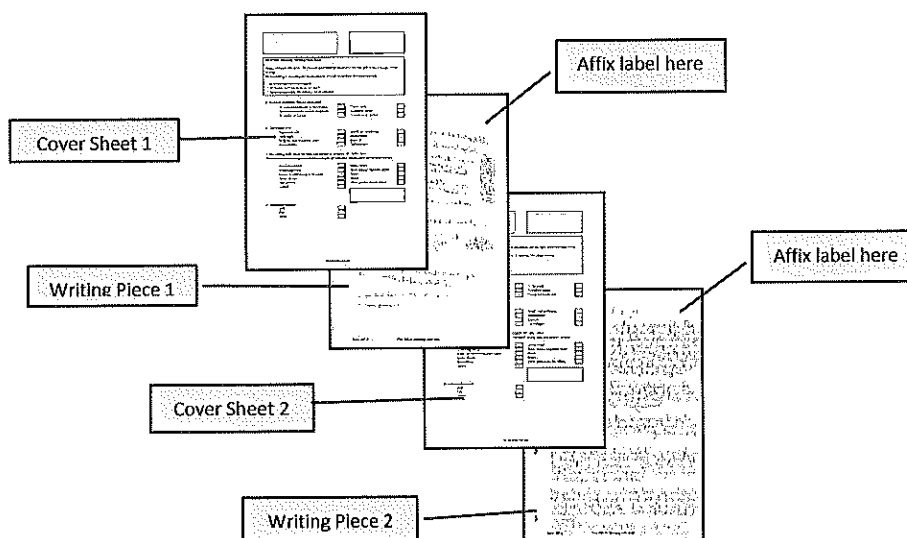
All the writing is scanned prior to assessment. In order to facilitate scanning, we ask that wherever possible you submit the original script. Please note that we are not able to return scripts so you may choose to retain a photocopy of the original. If the script submitted is a photocopy, please ensure that it is readable and clear. If the piece of writing has come from a wall display, please remove any mounting or staples. Wherever possible the writing should be on an A4 sheet.

Every writing script will be marked by trained assessors. A number of scripts will be selected for use in helping these teachers understand the standard, and may also be used as exemplification through SQA Academy. The anonymity of the pupils and schools will be protected.

To ensure anonymity, remove or delete pupils' name from the scripts. Please complete a cover sheet for each piece of writing submitted. Two cover sheets are provided for each pupil (one for each piece of writing). The cover sheets are pre-printed with the school and pupil IDs of the selected pupils and a bar-coded label. Ensure that all pieces are labelled (see below) and submitted together with a completed cover sheet.

Please **do not** staple the cover sheet to the writing, just put each cover sheet on top of the associated piece of writing and place all the writing in the plastic folder provided in the pack. The illustration below shows how the writing should be submitted - Cover Sheet 1/Writing Piece 1/ Cover Sheet 2/Writing Piece 2 and so on.

Writing scripts and completed cover sheets should be passed to the school SSLN coordinator who should submit the writing by **22 April 2016**.



## Examples of extended writing tasks and possible formats that reflect the CfE Literacy experiences and outcomes

The table below provides a 'menu' of purposes, formats and tasks which may help in selecting pieces of writing. Please note that this is **not** a definitive list.

Purpose	Possible tasks
<p><i>To convey experiences or information</i></p> <ul style="list-style-type: none"> <li>• blog/diary entry</li> <li>• fact file</li> <li>• essay</li> <li>• news /magazine article</li> <li>• personal account</li> </ul>	<ul style="list-style-type: none"> <li>• A report on a school visit/trip</li> <li>• A description of an historical event</li> <li>• A script set within an historical context or involving an historical character</li> <li>• A report conveying information about the solar system, or about a geographical area, eg the rainforest</li> <li>• An informative essay about a research based topic (eg food of a particular country, an event in history, or a famous figure)</li> <li>• An article written for a school newsletter or magazine</li> </ul>
<p><i>To describe events (real or imagined)</i></p> <ul style="list-style-type: none"> <li>• blog/diary entry</li> <li>• newspaper/ magazine article</li> <li>• essay</li> <li>• personal account</li> <li>• poem</li> </ul>	<ul style="list-style-type: none"> <li>• An account of the writer's part in an event such as a school show or enterprise event</li> <li>• An entry documenting/updating the progress of a science experiment or the eco developments in the school over time</li> <li>• A fictional account of an historical experience or event</li> </ul>
<p><i>To explain processes</i></p> <ul style="list-style-type: none"> <li>• instructions</li> <li>• report</li> <li>• account</li> <li>• leaflet</li> </ul>	<ul style="list-style-type: none"> <li>• A set of instructions explaining how to organize an event eg a school show, an enterprise event, a charity event or how to succeed at a computer game, or how to design an artefact or a computer game</li> <li>• A report explaining both the process and evaluation of a craft and design task, or explaining the process of a mathematical investigation and its results</li> <li>• A detailed description of an event (a school fair), a visit (the zoo), a tour (a castle), an experiment (how to investigate gravity), an experience (going to hospital)</li> </ul>
<p><i>To persuade</i></p> <ul style="list-style-type: none"> <li>• letter/email</li> <li>• leaflet</li> <li>• essay</li> </ul>	<ul style="list-style-type: none"> <li>• A letter to a parent, head teacher, community leader about an issue such as pocket money, tuck shop, school uniform, or charity appeal</li> <li>• A leaflet persuading the reader to visit a local attraction</li> <li>• providing information about healthy eating (NB: a leaflet would need to contain more than one paragraph of significant length)</li> </ul>
<p><i>To explore issues</i></p> <ul style="list-style-type: none"> <li>• blog</li> <li>• script</li> <li>• essay</li> <li>• poem</li> </ul>	<ul style="list-style-type: none"> <li>• An entry reflecting, debating, or responding to a topic or issue</li> <li>• A scripted discussion debating a topical issue, for example 'The use of performance enhancing drugs in sport'</li> <li>• A persuasive essay (why we should recycle), argumentative essay (mobile phones in school), comparison essay (town living vs. country living), or an informative essay (food of a particular country, an event in history, or a famous figure)</li> </ul>
<p><i>To express an opinion</i></p> <ul style="list-style-type: none"> <li>• letter/email</li> <li>• review</li> <li>• script</li> <li>• essay</li> <li>• blog/diary entry</li> <li>• poem</li> </ul>	<ul style="list-style-type: none"> <li>• A letter of complaint about a local or environmental issue eg lack of facilities for young people, transport issues, waste and litter, endangered animals</li> <li>• An article expressing an opinion, supported by detail, about a text (film, book, game, television programme, advert, play) of your choice, or evaluating the effectiveness of a computer game you have played or designed</li> <li>• A script discussion between two or more people about the dangers of peer pressure or a scripted conversation debating a topical issue, for example Scottish independence</li> <li>• A critical response to a novel, a film, a poem, a play, a short story, artwork, website</li> <li>• A contribution to a book (or film) club blog</li> </ul>

The support and assistance of all staff in carrying out the SSLN in their school is much appreciated by the SSLN team.