

## **PRIMARY IMPROVEMENT ACTION PLAN 2005/06**

### ***BASED ON RESULTS FROM THE 2004 CUSTOMER SURVEY***

#### **RECORDS OF ACHIEVEMENT**

In June 2005 we will provide an information circular to all principals, clarifying the structure and purpose of the Record of Achievement and emphasising the role it can play in supporting pupil transition from the primary to post-primary phase.

We will provide a full edited and updated version of previously issued guidance on both the formative and summative aspects of the Record of Achievement to all primary schools at the end of March 2006.

#### **ACCESSIBILITY OF MATERIALS RELATING TO CURRICULUM AND ASSESSMENT**

We will continue to ensure that all materials relating to curriculum and assessment are easily accessible through a variety of media.

We are currently reviewing and updating Key Stage 1 & 2 parental information leaflets which will be dispatched to schools in June 2005.

#### **FREQUENCY AND METHOD OF REQUESTS FOR FEEDBACK**

To be a truly customer focused organisation it is essential that from time to time we request feedback from you on a range of issues.

To ensure that this process is not overly frequent or burdensome we will continue to adhere to codes of practice guidelines in relation to questionnaire response times. We will also continue to negotiate both internally and externally in relation to the timing of questionnaires and will make questionnaires available in a variety of media where possible.

We are currently developing a section on our website dedicated to providing you with a wide variety of statistical information including results and feedback from the consultations we have carried out. This information will be available from summer 2005.

#### **PUPIL PROFILE**

CCEA is currently putting together a working group whose remit will be to plan and implement a communications strategy in relation to the new Northern Ireland Curriculum and Assessment arrangements.

Over the next three years schools will receive regular updates regarding these changes which will include the Pupil Profile. These updates will be communicated via a range of media including a newly developed Pupil Profile microsite and regularly produced news bulletins.

A planned schedule of visits to teaching boards and other interested parties to promote the Pupil Profile will continue to be implemented.

## **CCEA WEBSITE**

CCEA's website is an area which we are constantly developing and improving.

The site has been constructed using W3C standards and is 'Website Bobby' approved.

We are currently re-developing the site using content management systems and a navigational review is taking place to ensure that the minimum number of clicks is required to reach your chosen destination.

Google Safe Search has been incorporated into the system to ensure that only appropriate materials can be sourced via the site.

The creation of a number of microsites for key areas of the curriculum is now underway which will allow subject specific materials, support and advice to be accessed even more easily. This development programme will be rolled out over the next three years.