

5 November 2009

Dear Principal,

InCAS Errors – Substitute Cover for affected schools

Further to CCEA's correspondence dated 28 October 2009 which was e-mailed and posted to all primary schools, you will be aware that, following representation from the main teaching unions, DE has agreed that CCEA can provide some funding for those schools most significantly affected by the errors within the InCAS computer program that related to general maths scores and standardised scores.

We are now writing to clarify the position regarding this additional funding:

1. For schools which had started to hold or completed meetings with parents prior to the earlier error in Age-equivalent General Maths scores being corrected (13 October 2009):

Just under 80 schools fall into this category. CCEA can provide funding for **one day's teacher substitution cover** for each of these schools. This will allow those schools affected (i.e. schools who had already begun or completed meetings with parents prior to 13.10.2009), should they wish, to provide a teacher or teaching principal with some time to review all of their scores and meet with any parents of pupils whose scores have been significantly affected and who, in the judgement of schools, may need additional information on how to support their child's learning.

2. For schools which had downloaded InCAS Standardised Scores prior to 23 October 2009:

The provision of support in this case applies only to those schools that had accessed and downloaded standardised scores from this section of the www.incasproject.org website. Again CCEA can provide funding for **one day's teacher substitution cover** for each of these schools. This will allow affected schools (i.e. schools which had accessed and downloaded InCAS standardised scores prior to 23.10.2009), should they wish, to provide a teacher or teaching principal with some time to review all of their scores and identify any changes to planning of teaching and learning that may, in their professional judgement, be needed.

If your school falls into one or both of the above categories and you wish to avail of the additional teacher substitution cover funding, **please complete the attached pro-forma and return to CCEA's Recording Progress & Reporting Team at your earliest convenience.** You can then proceed to book the required day's substitution cover using code 21T.

Please note that funding is only available if you take up the offer of a day's teacher substitution cover and the funding allocated is used specifically for this purpose.

If you require any further clarification, please contact the InCAS helpdesk on 028 9026 1274.

Yours sincerely,



Dorothee Wagner
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Recording Progress & Reporting (RPR)