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«Postcode»

School SSA No: «ssaschno»
Our ref: 2009 SSA
date 2009

Dear «title» «surname»

2009 Scottish Survey of Achievement (SSA) - Reading & Writing

Thank you for agreeing to take part in the 2009 SSA. We very much appreciate the help of your school and are pleased to enclose a copy of *2009 Scottish Survey of Achievement Guidance for Participating Schools*. This booklet will help you to plan and organise the survey in your school over the next few weeks.

The booklet is intended to give step-by-step guidance and, because of this, contains a significant amount of information. You might find it helpful to allocate time to read the booklet as soon as possible, as there will be some actions related to the survey that we ask you to begin straight away. **Please keep this letter for future reference as it contains important information that you will need to refer to during the planning stages.**

Your school's involvement in the 2009 SSA

In your school, the following numbers of pupils in each stage indicated have been selected at random to take part in the survey:

P3: «sample_P3»
P5: «sample_P5»
P7: «sample_P7»

We would like your school to participate in the following parts of the 2009 SSA:

Description	Those involved	Section Booklet	in
Written assessments of Reading	All sample pupils	Section 4	
Pupil and teacher questionnaires	All sample pupils & relevant teachers	Section 4	
Teacher judgements of attainment	For all sample pupils	Section 6	
Class-based writing	Sub-sample of pupils	Section 5	

Class-based writing

A Writing Pack is enclosed with this letter. We draw your attention to Section 5 of the *Guidance* booklet. It details a number of actions including selecting writing for the pupils included in the sub-sample.

The pupil sample

You have already provided us with an anonymous list of pupils in the relevant stages, giving each individual's date of birth and gender, along with a unique identifier known only to your school. The final sample of pupils selected for involvement in the survey, along with the SSA identifiers assigned to each pupil will be e-mailed directly to you by 27 February along with instructions on what you need to do with the sample list. This will enable you to cross reference the pupil sample with your original list, in order to identify the individual children involved. If you have any difficulties with using the sample, please contact the SSA Helpline.

Sending a letter to the parents/carers of pupils in the sample

We have enclosed a letter and information sheet for the parents/carers of the pupils in your school who are involved in the survey. We ask for your help in duplicating and sending these to the relevant parents/carers. **Please note that the name of the individual child will have to be inserted in the letter before it is issued.** The letter informs them about the purpose of the survey and about the uses which will be made of the resulting attainment and questionnaire data. It gives parents/carers the opportunity to withdraw their child, should they so wish. Please note that parents/carers who want to withdraw their child from the survey have been asked to make the request directly to the school.

Materials in Gaelic

If you indicated on your completed pro forma that you require Gaelic versions of the written assessment booklets, we will contact you to find out how many copies you will need.

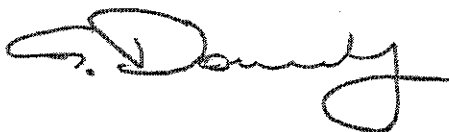
Further Guidance

Survey material will begin to arrive in schools during April and May (this is explained on the Key Stages and Dates table in the *Guidance* document and in the enclosed A3 *Action points* chart). In the meantime, I hope that the enclosed booklet gives you all the information you need to help your planning but If you have any further queries please contact the SSA helpline at ssa@sqa.org.uk or on 0845 270 0844.

If you require further copies of any of the enclosed items, these can be downloaded from www.ltscotland.org.uk/assess/of/ssa/index/2009.asp.

Once again, thank you for your support in delivering the 2009 SSA.

Yours sincerely



Gerry Donnelly
SSA Team Leader
Education Analytical Services Division