

Y Pwyllgor Plant, Pobl Ifanc ac Addysg Children, Young People and Education Committee

Bae Caerdydd / Cardiff Bay
Caerdydd / Cardiff
CF99 1NA

December 2014

Dear Colleague

Inquiry into Supply Teaching

The National Assembly for Wales' Children, Young People and Education Committee is undertaking **an inquiry into supply teaching**.

The Committee is interested in hearing about:

- The prevalence in the use of supply teachers on both a planned and unplanned basis;
- The circumstances in which supply teachers are used (including who uses them; the circumstances when are they used; the types of learning activities which take place under the supervision of supply teachers; whether they are qualified to teach relevant subjects);
- The impact on the outcomes for pupils as a result of the use of supply teachers (including any impact on pupil behaviour);
- The Continuous Professional Development of supply teachers and the potential impact of the National Professional Learning Model;
- Performance management for supply teachers;
- Whether local authorities and regional consortia have sufficient oversight of the use of supply teachers;
- Local and regional variation in the use of supply teachers;
- Supply agencies and quality assurance;
- Any specific issues relating to Welsh medium education.

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg / We welcome correspondence in both English and Welsh
Y Pwyllgor Plant, Pobl Ifanc ac Addysg / Children, Young People and Education Committee
Gwasanaeth y Pwyllgorau / Committee Service
Ffôn / Tel : 029 2089 8429
Ebst / Email : CYPCommittee@wales.gov.uk

Invitation to contribute to the inquiry

The Committee would like to invite you to submit written evidence to assist with the inquiry. General information regarding consultation procedures, which should be considered carefully before submitting evidence to the Committee, is set out in Annex 1.

In particular, we would welcome your views on the questions listed on the attached form, which should be used for submitting your evidence.

If you have any queries, please contact Marc Wyn Jones, Committee Clerk on 0300 200 6565

Yours faithfully

A handwritten signature in black ink that reads "Ann Jones". The signature is written in a cursive, flowing style.

Ann Jones AM
Chair

Annex 1

Submitting Written Evidence to the Committee

Disclosure of Information

1. The Assembly's policy on disclosure of information can be accessed [here](#), please ensure that you have considered these details carefully before submitting information to the Committee. Alternatively a hard copy of this policy can be requested by contacting the Clerk.

Submitting evidence

2. If you wish to submit evidence, please send an electronic copy of your submission form to SeneddCYPE@assembly.wales.

Alternatively, you send it to:
Sarah Bartlett, Deputy Clerk,
Children, Young People and Education Committee
National Assembly for Wales
Cardiff Bay, CF99 1NA.

3. Submissions should arrive by **30 January 2015**. It may not be possible to take into account responses received after this date. We have extended the deadline to take account of the Christmas holiday period.

4. When preparing your submission, please keep the following in mind:

- your response should address the issues before the Committee, and should be limited to the terms of reference.
- the National Assembly normally makes responses to public consultation available for public scrutiny and they may also be seen and discussed by Assembly Members at Committee meetings. If you do not want your response or name published, it is important that you clearly specify this in your submission; and
- please indicate whether you are responding on behalf of an organisation, or as an individual.

Guidance for witnesses providing written evidence for committees

5. The Assembly is committed to providing accessible information to the widest audience possible. This short guide is to assist witnesses who produce written information for committees. This will enable the Assembly to provide information submitted by third parties in an accessible manner.

- Use plain English and plain Welsh – avoid unnecessary jargon.
- Use a minimum of font size 12.
- A clear sans serif typeface, such as Lucida Sans.

- Do not have writing over graphics, pictures or watermarks.
- Colours and contrast - writing should have maximum contrast to the background: dark on light, light on dark.
- Do not use block capitals, and minimise use of bold, underlining and italics.
- If you wish to refer to a published document, please include a hyperlink to that document.

6. Where possible, information should be provided in Microsoft Word (and on the form provided) to ensure accessibility. Where a scan or Pdf is provided, particularly in the case of signed letters or tables of information, the original Word document should be provided along with it.

General

7. The Committee welcomes evidence from those with an interest in this subject. If you are responding on behalf of an organisation, please provide a brief description of the role of your organisation. The Committee welcomes contributions in English and Welsh and we ask organisations with Welsh Language policies / schemes to provide bilingual submissions, in line with their public information policies.

8. The Committee will consider responses to the written consultation and hold oral evidence sessions during specified dates.

9. For your information, the Committee has invited submissions from a wide range of organisations, a list of which is available on request. A copy of this letter has also been placed on the National Assembly's website with an open invitation to submit views. However, the Committee would be grateful if you could forward a copy of the consultation letter and Annex to any individuals or organisations that you believe might wish to contribute to the inquiry.