



Headteacher : Dr Simon Letman BA, MA, EdD
Deputy Head : Nicola Shelley

15th March 2017

Dear Parent/Carer,

Ofsted Parent View

Once again, I would like to ask for your support. I previously wrote to you about this topic last November.

It is now nearly eighteen months since the Academy was judged by Ofsted to be '**Good**' in all areas. Parents who might not have read the full report, can find it through the homepage of the Academy website. Since then, our performance has continued to improve, and as I reported to you earlier this term, we have recently been ranked as the sixth best performing state school in Suffolk.

When Ofsted last visited, inspectors were hugely impressed with the large number of parents who had completed the online Ofsted 'Parent View' Questionnaire. They also remarked that a much higher proportion of the parent body had done so compared with other schools they had inspected.

The Parent View questionnaire provides the facility for parents to offer their views on key aspects of their child's school. The software then collates this feedback and makes it available online for everyone to read. This is enormously helpful for prospective parents who might be considering sending their children to a school and it is crucial in helping us to plan future developments. So far this year, 52 parents have completed it and we would like that number to increase significantly.

So if you have not already done so, I would be grateful if you could spend a few minutes completing the Parent View questionnaire before **Friday 31st March**. This will then allow us to gauge your views on how we are currently performing and help us to target particular areas where we need to up our game before the next Ofsted visit. One thing I would encourage is to complete the questionnaire with your son or daughter sitting with you. In this way your responses will be fully informed.

To complete the simple process, please follow the step-by-step guidance provided below:

How to use Parent View

1. **Click on** to the Ofsted Parent View box in the 'Quick Links' section on the right hand side of the Academy home page.
2. **Click on** to the **Give your Views** tab on the top of the Parent View homepage.
3. **Log in / Register** - you need your email address and password for the simple log-in process. Just follow the on-screen instructions. You will then be asked to fill in a 'captcha' before completing registration. This is where you read two words from the screen and enter them into a box. This is to prevent site misuse. Ofsted will send you an email with a link to activate your log-in. Ofsted have produced a 'screencast' which demonstrates how to register and complete a survey on Parent View.
4. **Search** - to search for a school, just enter the name of the school and part of the address (road, city, town or postcode) in the search boxes when you are asked to. Select **Holbrook Academy** from the search results.

5. **Complete the Questionnaire** - there will be 12 questions to answer, for example, 'My child is happy at this school' with a choice of responses:

- Strongly agree
- Agree
- Disagree
- Strongly disagree
- Don't know

Use the 'Next' button to move to the next question. If you change your mind you can use the 'Previous' button to go back.

6. **Finish the survey** - once you have completed all 12 questions, click on 'Finish the Survey' and the questionnaire is then complete.

Thank you very much in anticipation of your support with this and I look forward to reading your views.

Yours sincerely

A handwritten signature in black ink that reads "Simon Letman". The signature is written in a cursive style with a horizontal line underneath the name.

Dr. Simon Letman