

## **KS1 and KS2 moderator sickness procedure - 2016**

In the unfortunate event of a moderator being unwell during the moderation period it is important that this procedure is followed to aid the moderation manager (Lindsay Miller) in ensuring minimal disruption to schools.

- Moderator to phone and email the moderation manager ([lindsay.miller@northyorks.gov.uk](mailto:lindsay.miller@northyorks.gov.uk) – 01609 535921 – 07970051825) as soon as they know that they will be unable to make a moderation visit. Please try to give as much notice as possible.
- If you are unable to speak with Lindsay, please phone Kirsty Hallett – 01609 798635.
- Moderator to phone and email their moderation partner (if it is a paired visit) to inform them of the absence, and to let them know that the moderation manager has been informed.
- If possible, the moderator should email any key arrangements to the moderation manager so they can be shared with anyone who covers the visit.
- The moderation manager will make every attempt to cover the visit with another moderator.
- Once a new moderator has been identified, the moderation manager will contact the school directly to inform them of the unavoidable change.
- If it is not possible to allocate another moderator to cover the visit, the moderation manager will contact the school directly to cancel the visit.
- If the visit has to be cancelled the moderation manager will re-schedule a new date as soon as possible in consultation with the school and the moderator.