



## Assessment Data Moderation Service 2025

<b>Summary</b>	This document explains the 2025 Assessment Data Moderation Service for schools in Nottingham City.
<b>Audience</b>	Headteacher School Office Assessment Co-ordinator EYFS Co-ordinator Phonics, KS2 Co-ordinators Members of staff responsible for data and information management
<b>Status</b>	<b>For Action</b>
<b>Issue</b>	March 2025 1v0 by Analysis and Insight
<b>Further copies</b>	Further copies are available from the DAISI Website



## Contents

*To go directly to a page click on the link in the content block*

	Page
<a href="#"><u>Key Information and Changes from 2024</u></a>	3
<a href="#"><u>Checklist</u></a>	4
<a href="#"><u>Infant Data checking and Moderation Service</u></a>	5
<a href="#"><u>Junior Data checking and Moderation Service</u></a>	6
<a href="#"><u>Early Years Foundation Stage</u></a>	7
<a href="#"><u>Year 1 Phonics</u></a>	8
<a href="#"><u>Year 2 Phonics</u></a>	9
<a href="#"><u>Key Stage 2 Teacher Assessment</u></a>	10
<a href="#"><u>Common Transfer File (CTF)</u></a>	11
<a href="#"><u>UPN and ULN Searches</u></a>	12
<a href="#"><u>Schools IT Assessment Support Services</u></a>	13
<a href="#"><u>Useful Websites &amp; Local Authority Contacts</u></a>	14

## Key Information and Changes from 2024




<b>Moderators for 2024</b>	<p>EYFSP: Caroline Vissani <a href="mailto:caroline.vissani@nottinghamcity.gov.uk">caroline.vissani@nottinghamcity.gov.uk</a> Tel: 8763132</p> <p>Phonics: Jane Gill <a href="mailto:jane.gill@nottinghamcity.gov.uk">jane.gill@nottinghamcity.gov.uk</a> Tel: 8764572</p> <p>KS2: Jane Gill <a href="mailto:jane.gill@nottinghamcity.gov.uk">jane.gill@nottinghamcity.gov.uk</a> Tel: 8764572</p>
<b>Data Checking and Moderation Service</b>	<p>All Nottingham City schools have been registered for our Assessment Data Moderation Service, <b>unless you have advised us</b> that you do not want to buy our service. Please see pages 5-6 in this booklet for more information.</p>
<b>Schools IT Bespoke Assessment Package</b>	<p>Schools IT are offering a bespoke service for schools who do not normally buy into their services.</p> <p>Find out more about this exciting package on Page 14.</p>
<b>Secure Transmission</b>	<p>All submissions should be in the form of Common Transfer Files loaded to S2S. <b>An email should be sent to the relevant email address for the data collection to alert LA staff that the file is available</b></p>
<b>Phonics</b>	<p>The Threshold mark for the Phonics Screening Check will not be available until <b>June</b> on the Gov.uk website. You do not need to know this in order to make your submission.</p>
<b>KS1</b>	<p>In 2023-24 KS1 became a <b>non statutory</b> assessment. As such the LA will no longer be providing a checking service for this data.</p> <p>If you would still like to have KS1 data included in the data packs you purchase, please contact <a href="mailto:Mark.Attwood@Nottinghamcity.gov.uk">Mark.Attwood@Nottinghamcity.gov.uk</a> for details on how you can send in your KS1 Teacher Assessments for inclusion in your Data Packs.</p>
<b>KS2</b>	<p>Schools must submit Science Teacher Assessment data</p> <p>The use of the 'D' code to indicate a pupil has been 'disapplied' from the National Curriculum Assessments has been withdrawn for KS2 Teacher Assessments.</p>
<b>Testing and Assessment and Updates (All Key Stages)</b>	<p>Assessment updates sent by DfE in relation to the 2025 assessment cycle are also available in this section.</p> <p><a href="https://www.gov.uk/government/organisations/standards-and-testing-agency">https://www.gov.uk/government/organisations/standards-and-testing-agency</a></p>

## Checklist

School Phase	Task	Deadline
Primary	Entered and returned KS2 Teacher Assessment CTF via S2S	<b>16<sup>th</sup> June</b>
Primary	Entered and returned Year 1 and Year 2 Phonics CTF via S2S	<b>20<sup>th</sup> June</b>
Primary	Entered and returned Early Years Foundation Stage CTF via S2S	<b>30<sup>th</sup> June</b>

## DAISI Data checking and moderation (Sold Service)

This is your written contract between yourselves and Nottingham City LA that you have selected us to provide your data moderation and complete your data submission, and that we have agreed to act for you, unless you wish to opt out of this service and inform us of this in writing.

EYFSP / Phonics	<p>Charges will be based on a nominal £10 fee as schools sign up to the terms and conditions of the service. This will be <b>increased by £55</b> if schools subsequently miss any deadline as part of this service.</p> <p>Schools buying into the service will receive a report outlining the data that they have submitted, and a form that they must sign off and return to the LA to confirm that that the submitted data can be forwarded to the DfE. Should the deadline for the return of the form be missed, an additional late fee of £55 will be charged.</p> <p>Should you make all parts of your submission to deadline you will pay no more than the initial £10 for buying into the service.</p> <p>Costs for your school could look like one of the models below;</p> <table><tr><td> Initial fee</td><td> On Time Data Submission</td><td> On time Mod Form Submission</td><td> Overall cost to School</td></tr><tr><td> Initial fee</td><td> On Time Data Submission</td><td> Late Mod Form Submission</td><td> Overall cost to School</td></tr><tr><td> Initial fee</td><td> Late Data Submission</td><td> On time Mod Form Submission</td><td> Overall cost to School</td></tr><tr><td> Initial fee</td><td> Late Data Submission</td><td> Late Mod Form Submission</td><td> Overall cost to School</td></tr></table> <p>There will be an option for you resubmit your data with no additional charge should you discover errors once you have made your submission to the deadline, confirmation of the resubmission will be required and will follow the above process which may incur a late fee if not completed to the requisite deadlines.</p>	 Initial fee	 On Time Data Submission	 On time Mod Form Submission	 Overall cost to School	 Initial fee	 On Time Data Submission	 Late Mod Form Submission	 Overall cost to School	 Initial fee	 Late Data Submission	 On time Mod Form Submission	 Overall cost to School	 Initial fee	 Late Data Submission	 Late Mod Form Submission	 Overall cost to School
 Initial fee	 On Time Data Submission	 On time Mod Form Submission	 Overall cost to School														
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Helpline	<p>Deborah Korn, Jude Naylor-Eade, Mark Attwood</p> <table><tr><td>T</td><td>87 64838, 87 65199, 87 62655</td></tr><tr><td>E</td><td><a href="mailto:Deborah.Korn@Nottinghamcity.gov.uk">Deborah.Korn@Nottinghamcity.gov.uk</a> <a href="mailto:Jude.Naylor-Eade@Nottinghamcity.gov.uk">Jude.Naylor-Eade@Nottinghamcity.gov.uk</a> <a href="mailto:Mark.Attwood@Nottinghamcity.gov.uk">Mark.Attwood@Nottinghamcity.gov.uk</a></td></tr></table>	T	87 64838, 87 65199, 87 62655	E	<a href="mailto:Deborah.Korn@Nottinghamcity.gov.uk">Deborah.Korn@Nottinghamcity.gov.uk</a> <a href="mailto:Jude.Naylor-Eade@Nottinghamcity.gov.uk">Jude.Naylor-Eade@Nottinghamcity.gov.uk</a> <a href="mailto:Mark.Attwood@Nottinghamcity.gov.uk">Mark.Attwood@Nottinghamcity.gov.uk</a>												
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## Junior Data checking and moderation (Sold Service)

This is your written contract between yourselves and Nottingham City LA that you have selected us to provide your data moderation and complete your data submission to the Primary Assessment Gateway, and that we have agreed to act for you, unless you wish to opt out of this service and inform us in writing.

<p><b>KS2 TA</b></p>	<p>Charges will be based on a standard fee of £150 as schools sign up to the terms and conditions of the service. This will be <b>increased by</b> £55 if schools subsequently miss a deadline as part of this service.</p> <p>Schools buying into the service will receive a report outlining the data that they have submitted, and a form that they must sign off and return to the LA to confirm that their submitted data can be forwarded to the PAG. Should the deadline for the return of the form be missed, an additional late fee of £55 will then be charged.</p> <p>Should you make all parts of your submission to deadline you will pay no more than the initial £150 (plus vat where applicable) for buying into the service.</p> <p>So costs for your school could look like one of the models below;</p>  <p>There will be an option for you resubmit your data with no additional charge should you discover errors once you have made your submission to the deadline, confirmation of the resubmission will be required and will follow the above process which may incur an late fee if not completed to the requisite deadlines.</p>
<p><b>Helpline</b></p>	<p>Deborah Korn, Jude Naylor-Eade, Mark Attwood</p> <p><b>T</b> 87 64838, 87 65199, 87 62655</p> <p><b>E</b> <a href="mailto:Deborah.Korn@Nottinghamcity.gov.uk">Deborah.Korn@Nottinghamcity.gov.uk</a>  <a href="mailto:Jude.Naylor-eade@nottinghamcity.gov.uk">Jude.Naylor-eade@nottinghamcity.gov.uk</a>  <a href="mailto:Mark.Attwood@Nottinghamcity.gov.uk">Mark.Attwood@Nottinghamcity.gov.uk</a></p>

## Early Years Foundation Stage

Data Input	End of EYFSP ONLY
Deadline for submission to LA:	<b>30<sup>th</sup> June 2025</b>
Secure Transmission	<p>Send results securely as a CTF via S2S</p> <p><b><u>ONLY CTF format will be accepted. Your submission is not complete if you send your data in any other file format, and you may incur later fees.</u></b></p> <p>Training for Arbor, Scholarpack and SIMS will be taking place ahead of the submission deadline</p> <p>Please see page 13 for more information about <a href="#">Schools IT Bespoke Assessment Support Services</a></p> <p>Otherwise guidance should be available on the MIS suppliers websites.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.</p>
Common Transfer File	The Common Transfer File will draw from the data in your MIS .
Training	Assessment training can be requested by contacting the Schools IT team.
Reporting	Your School MIS will produce the end of year report to parents
More Information	More information is available in the <a href="#">Early Years Foundation Stage Profile handbook</a> on the DfE website.
Helpline	<p>Schools Helpdesk</p> <p><b>T</b> 91 50900</p> <p><b>E</b> <a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a></p>

## Year 1 Phonics

<b>Data Entry</b>	A Phonics Screening Check Level must be submitted for all pupils who are in Year 1 in the 2024-25 academic year.				
<b>Deadline for submission to LA:</b>	<b>20<sup>th</sup> June 2025 PLEASE NOTE:</b> You <b><u>do not</u></b> need the Threshold mark in your system to be able to submit your return.				
<b>Secure Transmission</b>	<p>Send results securely as a CTF via S2S</p> <p><b><u>ONLY CTF format will be accepted. Your submission is not complete if you send your data in any other file format, and you may incur later fees.</u></b></p> <p>Training for Arbor, Scholarpack and SIMS will be taking place ahead of the submission deadline</p> <p>Please see page 13 for more information about <a href="#">Schools IT Bespoke Assessment Support Services</a></p> <p>Otherwise guidance should be available on the MIS suppliers websites.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.</p>				
<b>Common Transfer File</b>	The Common Transfer File will draw from the data in your MIS.				
<b>Training</b>	Assessment training can be requested by contacting the Schools IT team.				
<b>Reporting</b>	Your School MIS will produce the end of year report to parents				
<b>More Information</b>	More information is available in the <a href="#">KS1 and Phonics Assessment and Reporting Arrangements</a> on the DfE website.				
<b>Helpline</b>	<p>Schools Helpdesk</p> <table> <tr> <td><b>T</b></td><td>91 50900</td></tr> <tr> <td><b>E</b></td><td><a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a></td></tr> </table>	<b>T</b>	91 50900	<b>E</b>	<a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a>
<b>T</b>	91 50900				
<b>E</b>	<a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a>				



## Year 2 Phonics

<b>Data Entry</b>	A Phonics Screening Check Level must be re-submitted for all pupils who are in Year 2 in the 2024-25 academic years <b>and</b> who did not meet the required standard for Phonics when they were in Year 1 <b>or</b> who were not tested when they were in Year 1.				
<b>Deadline for submission to LA:</b>	<b>20<sup>th</sup> June 2025 PLEASE NOTE:</b> You <b>do not</b> need the Threshold mark in your system to be able to submit your return.				
<b>Secure Transmission</b>	<p><b>Send results securely as a CTF via S2S</b></p> <p><b><u>ONLY CTF format will be accepted. Your submission is not complete if you send your data in any other file format, and you may incur later fees.</u></b></p> <p>Training for Arbor, Scholarpack and SIMS will be taking place ahead of the submission deadline.</p> <p>Please see page 13 for more information about <a href="#">Schools IT Bespoke Assessment Support Services</a></p> <p>Otherwise guidance should be available on the MIS suppliers websites.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.</p>				
<b>Common Transfer File</b>	The Common Transfer File will draw from the data in your MIS.				
<b>Training</b>	Assessment training can be requested by contacting the Schools IT team.				
<b>Reporting</b>	Your School MIS will produce the end of year report to parents				
<b>More Information</b>	More information is available in the <a href="#">KS1 Assessment and Reporting Arrangements</a> on the DfE website.				
<b>Helpline</b>	<p>Schools Helpdesk</p> <table> <tr> <td><b>T</b></td><td>91 50900</td></tr> <tr> <td><b>E</b></td><td><a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a></td></tr> </table>	<b>T</b>	91 50900	<b>E</b>	<a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a>
<b>T</b>	91 50900				
<b>E</b>	<a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a>				

## Key Stage 2 Teacher Assessments

Data Entry	All registered pupils must be accounted for.
Deadline for submission to LA:	<b>16<sup>th</sup> June 2025</b>
Secure Transmission	<p>If you have bought into the Assessment Data Moderation Service;</p> <p>Send results securely as a CTF via S2S</p> <p><b><u>ONLY CTF format will be accepted. Your submission is not complete if you send your data in any other file format, and you may incur later fees.</u></b></p> <p>Training for Arbor, Scholarpack and SIMS will be taking place ahead of the submission deadline.</p> <p>Please see page 13 for more information about <a href="#">Schools IT Bespoke Assessment Support Services</a></p> <p>Otherwise guidance should be available on the MIS suppliers websites.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.</p> <p><b>If you HAVE NOT bought into the Data Checking and Moderation Service;</b></p> <p>Submit your data directly to the Primary Assessment Gateway, no support on use of this website is offered by the DAISI service.</p>
Common Transfer File	The Common Transfer File will draw from the data in your MIS.
Training	Assessment training can be requested by contacting the Schools IT team.
Reporting	Your School MIS will produce the end of year report to parents
More Information	More information is available in the <a href="#">KS2 Assessment and Reporting Arrangements</a> on the DfE website.
Helpline	Schools Helpdesk
	T 91 50900
	E <a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a>

## Common Transfer File

<b>Background</b>	All schools should be creating a Common Transfer File when pupils transfer school, and sending this on to the destination school by uploading onto the DfE secure website at <a href="#">DfE Sign-in</a>				
<b>Action</b>	All schools must hold National Curriculum Assessment results in their Management Information Systems				
<b>Guidance</b>	Guidance for creating and transferring Common Transfer Files is on the website at <a href="#">Gov.UK CTF guidance</a>				
<b>Additional support</b>	<p>You can search for CTFs for pupils using the DfE system Get Information About Pupils. Guidance is available on the DAISI Website.</p> <p>Alternatively, the DAISI service offers a paid for service that can:</p> <ul style="list-style-type: none"> <li>• Search for the CTF of a new pupil where you don't know the school</li> <li>• Contact another LA where a school is reluctant to provide a CTF</li> </ul> <p>If you would like us to search for a CTF for you, please see the next page for more details.</p>				
<b>Helpline</b>	<p>Schools IT</p> <table> <tr> <td><b>T</b></td><td>91 50900</td></tr> <tr> <td><b>E</b></td><td><a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a></td></tr> </table>	<b>T</b>	91 50900	<b>E</b>	<a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a>
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## CTF, UPN and ULN Searches

<b>Background</b>	<p>All pupils should retain the same UPN throughout their school history in England. Sometimes it isn't always easy to know if a child has previously been in an English School.</p> <p>UPNs that originate in Ireland, Scotland and Wales can't be used for pupils being taught in England.</p> <p>If you have a pupil who is joining you but you are unsure if they are already in the English school system we can help you.</p> <p>Searches are sold in bundles of 10, and once purchased you can request 10 individual searches ad hoc or larger amounts of searches up to 10.</p> <p>If you use all of your 10 searches and still have UPNs or ULNs to locate you can buy further search bundle to restore or increase your allocation.</p> <p>They are available to buy through <a href="#">Traded Services</a></p>				
<b>Action</b>	<ol style="list-style-type: none"> <li>1) Purchase a search bundle</li> <li>2) Email <a href="mailto:Mark.Attwood@nottinghamcity.gov.uk">Mark.Attwood@nottinghamcity.gov.uk</a> to request a spreadsheet template, which you will need to complete and return to us for searching.</li> </ol>				
<b>Guidance</b>	<p>Guidance for creating and transferring UPNs on the website at <a href="#">Gov.UK UPN guidance</a></p> <p>Guidance for using the Learner Records Service for ULNs is available at <a href="#">Learner Records Service Guidance</a></p>				
<b>Additional support</b>	<p>The DAISI bundle service can be used to locate only UPNs, or only ULNs or you can use it for a mix of UPN and ULN searches.</p> <p>Bundles can be purchased in multiple quantities, so buy 2 bundles and you'll be entitled to 20 searches, or 3 bundles for 30 searches etc.</p>				
<b>Helpline</b>	<p>Mark Attwood</p> <table> <tr> <td><b>T</b></td><td>87 62655</td></tr> <tr> <td><b>E</b></td><td><a href="mailto:Mark.Attwood@nottinghamcity.gov.uk">Mark.Attwood@nottinghamcity.gov.uk</a></td></tr> </table>	<b>T</b>	87 62655	<b>E</b>	<a href="mailto:Mark.Attwood@nottinghamcity.gov.uk">Mark.Attwood@nottinghamcity.gov.uk</a>
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<b>E</b>	<a href="mailto:Mark.Attwood@nottinghamcity.gov.uk">Mark.Attwood@nottinghamcity.gov.uk</a>				

## Schools IT Bespoke Assessment Support Services

<b>Background</b>	<p>Following the success of last year, Schools IT are again offering a bespoke standalone package to support entering your SATs data and submitting it to the LA using your MIS.</p> <p>They currently have support available for users of Arbor, Scholarpack and SIMS.</p> <p>If you bought the package at £250 for support with your school census, you will already be able to access the support for assessment.</p> <p>If you didn't, the assessment package is only £50 per school, and offers you access to;</p> <ul style="list-style-type: none"> <li>• The online training sessions for; <ul style="list-style-type: none"> <li>○ EYFSP</li> <li>○ Phonics</li> <li>○ KS2 Teacher Assessments</li> </ul> </li> <li>• Half an hour of phone and remote Support</li> </ul>				
<b>Action</b>	<ol style="list-style-type: none"> <li>1) Purchase the bespoke package from <a href="http://www.schoolsit.net">http://www.schoolsit.net</a></li> <li>2) Book onto one of the training sessions available at <a href="https://bookwhen.com/schoolsit">https://bookwhen.com/schoolsit</a></li> </ol>				
<b>Additional support</b>	We work closely with Schools IT, and buying into this package ensures your school has the wraparound care for all aspects of your Assessment Data Submission.				
<b>Helpline</b>	<p>Schools IT</p> <table> <tr> <td><b>T</b></td><td>91 50900</td></tr> <tr> <td><b>E</b></td><td><a href="mailto:SchoolsIT@Nottinghamcity.gov.uk">SchoolsIT@Nottinghamcity.gov.uk</a></td></tr> </table>	<b>T</b>	91 50900	<b>E</b>	<a href="mailto:SchoolsIT@Nottinghamcity.gov.uk">SchoolsIT@Nottinghamcity.gov.uk</a>
<b>T</b>	91 50900				
<b>E</b>	<a href="mailto:SchoolsIT@Nottinghamcity.gov.uk">SchoolsIT@Nottinghamcity.gov.uk</a>				

## Useful websites




DfE Sign-In	<a href="#">DfE Sign In</a>
Analysis & Insight	<a href="#">Analysis &amp; Insight Assessment Webpage</a>
Schools IT Website	<a href="http://www.schoolsit.net">www.schoolsit.net</a>
DAISI Website	<a href="https://daisi.education/data-collections/">https://daisi.education/data-collections/</a>

## Local Authority Contacts

Deborah Korn	T	87 64838
<i>Data &amp; MIS Consultant</i>	E	<a href="mailto:Deborah.Korn@nottinghamcity.gov.uk">Deborah.Korn@nottinghamcity.gov.uk</a>
Jude Naylor-Eade	T	87 65199
<i>Data &amp; MIS Consultant</i>	E	<a href="mailto:Jude.Naylor-Eade@Nottinghamcity.gov.uk">Jude.Naylor-Eade@Nottinghamcity.gov.uk</a>
Mark Attwood	T	87 62655
<i>DAISI Project Support Officer</i>	E	<a href="mailto:Mark.Attwood@nottinghamcity.gov.uk">Mark.Attwood@nottinghamcity.gov.uk</a>
Susan Chambers	T	87 64837
<i>Data Processing Officer</i>	E	<a href="mailto:Susan.Chambers@nottinghamcity.gov.uk">Susan.Chambers@nottinghamcity.gov.uk</a>
<i>Schools IT Helpdesk (SIMS &amp; Technical)</i>	T	91 50900
<i>(inc Course Bookings)</i>	E	<a href="mailto:schoolsit@nottinghamcity.gov.uk">schoolsit@nottinghamcity.gov.uk</a>



## Assessment Data Moderation Service:

-  Early Years Foundation Stage Profile
-  Phonics
-  Key Stage 2

## Census Data Collection & Checking Service

Contact : [Deborah.Korn@nottinghamcity.gov.uk](mailto:Deborah.Korn@nottinghamcity.gov.uk)  
[Daniel.Skurok@nottinghamcity.gov.uk](mailto:Daniel.Skurok@nottinghamcity.gov.uk)  
[Jude.Naylor-Eade@Nottinghamcity.gov.uk](mailto:Jude.Naylor-Eade@Nottinghamcity.gov.uk)  
[Mark.Attwood@nottinghamcity.gov.uk](mailto:Mark.Attwood@nottinghamcity.gov.uk)  
[Susan.Chambers@nottinghamcity.gov.uk](mailto:Susan.Chambers@nottinghamcity.gov.uk)



**Nottingham**  
**City Council**