

NORFOLK COUNTY COUNCIL EDUCATION

Director of Education: Bryan Slater

Norfolk Education Advisory Service
Professional Development Centre
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Our Ref : SA/2EN113/ajm

Date : 17th October, 2002

Please ask for: Sid Arkle

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Dear Headteacher

Norfolk Schools' ICT Exhibition

West Norfolk Professional Development Centre

10.00 a.m. – 4.45 p.m.

Friday 31st January 2003

Sharing Good Practice in ICT

I am writing to inform schools about the *Norfolk Schools' ICT Exhibition Day* to be held this year on 31st January 2003 at the West Norfolk Professional Development Centre. Our intention is to open the Centre from 10 am until around 4.45pm and invite schools to contribute to the exhibition by displaying children's work, or manning a stand (ideally with the help of some pupils) to demonstrate ICT work that children have been completing over recent months.

There will be some examples of new technology and new curriculum software, but the main focus of the day will be the sharing of good practice and the exhibition of some of the very good ICT work currently happening in Norfolk schools.

Included among the exhibiting stands on view, we plan to have stands focussing on using ICT in the Foundation stage, as well as information for schools on the ICT Strand of the Key Stage 3 Strategy. The MFL Broadband project will show digital video resources for French, Spanish and German produced by 6 Norfolk schools. Some schools will demonstrate their use of new technologies in class such as electronic whiteboards, wireless laptops and digital cameras. There will be a wide range of pupils' ICT work from all Key Stages on display. Staff and some pupils will be present to discuss and share their experiences with ICT in the classroom.

What is the target audience?

We feel that the event will be of great interest to all ICT co-ordinators and ICT Governors, but the *ICT in Schools Exhibition* is intended to be of interest to *all* Norfolk teachers, non-teaching staff, classroom support assistants, governors and also parents of children currently in our schools. I should be very grateful if you could find some time in your busy schedule to publicise this event to the above groups.

The Exhibition will run all day on Friday 31st January to enable visitors to 'drop in' for an hour or two at any time during the day. Exhibitions and displays will be dismantled at 4.45 prompt, so I would ask headteachers to encourage key staff such as ICT co-ordinators, ICT governors and key admin staff to be able to visit earlier than 3.30pm, where this is possible.

Refreshments

Light refreshments will be available for people to purchase during the day.

Exhibiting Schools

We would very much like to hear from schools that would wish to exhibit some of their pupils' work. One day's supply cover is available for one teacher to supervise the school's stand at the Exhibition until the finish time of 4.45pm. Student 'helpers' would be particularly welcome, but schools must, of course, take responsibility for their well-being and that they are collected safely by parents when their work is finished. A whole day might be too long for younger pupils, so we would ask schools to make arrangements with parents to collect pupils at an appropriate time, but we would require teachers to stay at the Centre until 4.45pm.

In some cases, schools may like to set up an 'unmanned' display of work. Where there are difficulties with transport, it may be possible to co-ordinate collection of displays by neighbouring schools who will be attending. Any school wishing to set up a display, should indicate this on the attached pro-forma. Please contact Anne Mitchell on 01603-433276 or via e-mail at anne.mitchell.edu@norfolk.gov.uk if we can be of assistance in this matter.

Information required from schools

If you wish your school to be represented *either* as a visitor *or* as an exhibitor, we would be grateful if you would complete and return the attached reply slip to reach us before Friday 15th November.

In order to provide those schools attending as exhibitors with the equipment they need, we would be grateful if schools would complete the Exhibitors' section of the attached reply slip and return it to Anne Mitchell at the PDC. Alternatively, schools could e-mail the necessary information to her directly at the above e-mail address.

Similarly, to help with catering, we would be very grateful if schools intending to visit would complete the Visitors' section and return it to Anne at the PDC (or simply e-mail details directly to her). We appreciate that this can only be an estimate but it will help us enormously to ensure that people do not get hungry or thirsty on the day!

Please do not hesitate to call the ICT team on 01603-433276 if you have any queries about this letter or any matters relating to the ICT Exhibition Day

Yours sincerely

Dr. Bryan Slater
Director of Education

ps. We are enclosing a couple of leaflets to publicise the event. We would be grateful if you could place a copy on the staffroom notice board and possibly even circulate copies among Governors and Parents.

See attached

Norfolk Schools' ICT Exhibition - 31st January 2003

We would be most grateful if you could complete the sections below and return to us as soon as possible. Thank you.

To: Anne Mitchell
Professional Development Centre, Woodside Road, Norwich NR7 9QL
Tel. 01603-433276
e-mail anne.mitchell.edu@norfolk.gov.uk

School Name:

Contact name and telephone number:

Contact e-mail:

1. We shall be present at the Exhibition as **exhibitors** Yes / No
(If yes ..)
Number of adults _____ Number of pupils _____

We will bring our own display boards Yes / No

We will need wall space for our display (6ft x 4ft) Yes / No

We will need a table (6ft x 3ft) Yes / No

We will need a power socket for a computer Yes / No

We will need Internet access Yes / No

We will bring our own computer Yes / No

We will need to borrow a computer Yes / No

(If yes) ... which software is needed? _____

Other requirements? _____

2. We shall set up an **unmanned display** of our ICT work Yes / No
(If yes ..)

We will bring our own display boards Yes / No

We will need wall space for our display (6ft x 4ft) Yes / No

We will need a table (6ft x 3ft) Yes / No

We will need a power socket for a computer Yes / No

We will need Internet access Yes / No

We will bring our own computer Yes / No

We will need to borrow a computer Yes / No

(If yes) ... which software is needed? _____

Other requirements? _____

3. We hope to attend the exhibition as **visitors** Yes / No
(If yes ..)

Probable time of day _____

Morning / Afternoon / Evening

Estimated number of adults _____

Number of pupils _____

Norfolk Schools'



ICT Exhibition Day

Celebrating good practice across the county



Exhibition includes
demonstrations,
displays of children's work,
new technology,
variety of educational software,
a chance to ask questions

Friday 31st January 2003
10.00am - 4.45pm

West Norfolk Professional Development Centre
Kilhams Way, KING'S LYNN PE30 2HU

Light refreshments available

