

SA/BS/ICTExh6.06/ajm
13th February, 2003

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ATTENTION : HEADTEACHER/ICT CO-ORDINATOR

Dear Headteacher/ICT Co-ordinator

Schools' ICT Exhibition - West Norfolk Professional Development Centre

We were all very disappointed that we had to cancel the ICT Exhibition on Friday 31st January because of the poor weather conditions. We hope you will understand that in the interest of safety we had no option but to take the decision to cancel. We telephoned exhibiting schools and Radio Norfolk at 7 am in the hope that people would not begin their journey. We are sorry for any inconvenience caused.

We appreciate that many people had put a great deal of effort into preparing for the ICT Exhibition, so we are very pleased to inform you that we have managed to rearrange this event which will now take place on **Friday 6th June 2003 between 10.00am and 4.45pm at the West Norfolk Professional Development Centre.**

Sharing Good Practice in ICT

Just to remind you that the purpose of the day is to show 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 exhibiting of some of the very good ICT work currently happening in Norfolk schools.

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. Some schools will demonstrate their use of new technologies in class such as electronic whiteboards, wireless laptops and digital cameras. Also included among the exhibiting stands on view, there will be stands focussing on using ICT in the Foundation stage, some interesting work demonstrating the teaching of Control Technology, 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 that are now available to schools via Norfolk's Esinet website.

continued .../..

Who is expected to attend?

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 headteachers could find some time in their busy schedules to publicise this event to the above groups.

The Exhibition will run all day on Friday 6th June to enable visitors to 'drop in' for an hour or two at any time during the day until 4.45 p.m. Exhibitions and displays will be dismantled at 4.45 prompt, so we would encourage visitors to attend earlier than 3.30pm, where this is possible.

Information required from schools wishing to exhibit

If you have not yet put your school forward to exhibit some ICT work but would like to do so, we would be very pleased to hear from you. In this case, we would be grateful if you would complete and return the attached reply slip to reach as soon as possible, but no later than the end of term, Friday 11th April. *Please note that this is not necessary for those schools that were intending to exhibit in January.*

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 faithfully

Dr Bryan Slater
Director of Education

ps. We are enclosing a 'flyer' 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/

ICT Exhibition - 6th June 2003 at the WNPDC - Exhibitor Requirements

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
Fax : 01603 700236
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? _____

Brief description of the activity/work on display and any
other requirements? _____



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 6th June 2003

10.00am - 4.45pm

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

Light refreshments available



Norfolk Education Advisory Services

 **Norfolk** County Council
at your service