


Bryan Slater
Director of Education

Distribution

All Schools

information

The attached document is provided for your **information**:

INFORMATION	Title	Norfolk Schools' ICT Exhibition		
	Summary of contents	Letter giving details of re-scheduled Exhibition Application form Flyer		
	Associated documents	None		
	Date	21.11.03		
	Effective from	immediate		
	LEA Contact	Sheila Denny		01603 433276
	E-mail address	sheila.denny@norfolk.gov.uk		
	Norfolk Self Review reference	1. How high are standards? 3. How well are pupils taught? 8. How well does the school use its resources?		
	Document reference	MI 193/03		

This Management Information sheet may be found on ESINET at the following address:

<http://www.esinet.norfolk.gov.uk/cadmin/misheet/>

Norfolk Education Advisory Services
Professional Development Centre
Woodside Road
Norwich
Norfolk NR7 9QL

Director of Education : Bryan Slater

Tel: (01603) 433276
Fax: (01603) 700236
email: advisory.service@norfolk.gov.uk

Our Ref : SD/3EN158/ajm

Please ask for Sheila Denny

Your Ref :

Telephone Ext. 163

4th September 2003

Fax Number: (01603) 700236

email : sheila.denny@norfolk.gov.uk

Dear Headteacher

Norfolk Schools' ICT Exhibition

Norwich Professional Development Centre

10.00 a.m. – 4.45 p.m.
Friday 21st November 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 21st November 2003 at the Norwich 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.

The previous two exhibitions have been well supported and have demonstrated the great variety and exciting activities that are taking place in schools across Norfolk. They have both been great opportunities for all present to discuss and share ideas and expertise. I am sure the high standards will again be in evidence.

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 21st November 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@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 17th October**.

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 go 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.

ICT Exhibition - November 2003 at the Norwich PDC - 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@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 display boards Yes / No
We will need a table (6ft x 3ft) Yes / No
We will need floor space 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 activity and any 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 display boards Yes / No
We will need a table (6ft x 3ft) 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

3. We shall attend the exhibition as **visitors** Yes / No
(If yes ..)
Probable time of day Morning / Afternoon / Evening
Estimated number of adults _____ Number of pupils _____

Please return to :

**Anne Mitchell
Professional Development Centre,
Woodside Road,
Norwich NR7 9QL**

Tel. 01603-433276
E-mail anne.mitchell@norfolk.gov.uk



Norfolk Schools' 3rd 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 21st November 2003
10.00am - 4.45pm

Norwich Professional Development Centre
Woodside Road, NORWICH NR7 9QL

Light refreshments available