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6th September 2004

Please ask for Tony Payne

ICT Co-ordinator in High Schools

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Dear ICT Coordinator

email : tony.payne@norfolk.gov.uk

Re: Transfer of ICT information to assist continuity and progression between primary/junior/middles schools and high school

In our discussions with high school ICT co-ordinators, one of the key pieces of transfer information which it emerges would be particularly valued is the nature of the ICT experience of pupils arriving in years 7 and 8 – particularly coverage of the Year 7 Teaching Units from the National Strategy. Done manually, this is quite a logistical exercise; some high schools, for example, receive their intake from over twenty primary phase schools.

We have constructed what we believe to be a very simple way to gather and share this information electronically. An additional service has been added to the NGfL Tracker information on the ICT Solutions web site. It is called *KS3 ICT Monitoring Tool*.

I have written to all schools with key stage 2 pupils to ask if they will contribute to an online database in order to assist you in planning an appropriate curriculum for new pupils, 2004 – 2005.

Primary phases ICT subject leaders have been invited to complete a very simple online data collection form (no more than ten entries), which will take less than a minute to complete by clicking on a series of electronic buttons. The form asks the subject leader to indicate where pupils' ICT experience has been based on the QCA scheme of work (years 5 and 6) if they come from primary or junior schools, or whether it is based on the QCA scheme or Year 7 Teaching Units if they come from a middle school. The responses should relate to the experience of the Year 6 and 7 cohorts, academic year 2003 – 2004.

The databases can be accessed by high school coordinators via **KS3 Monitoring Tool** which is located as part of the [ICT Solutions NGfL Tracker web site](#). High school users can select schools from an alphabetical list to produce a tabulated report of ICT experience. The system is intuitive.

All headteachers and subject leaders have been allocated user IDs and passwords for the NGfL Tracker system. However, should there be any difficulty in accessing the database, enquiries should be addressed to Amanda Carr, at ICT Solutions, telephone 0845 303 3003.

The success of the system is, of course, dependent on feeder schools making a return. The system will only display results of schools which have contributed to the database. Should schools which are important to you not appear in the list, you may wish to contact your ICT colleague in the school directly.

I hope that this project proves useful to you, and would appreciate any feedback.

Yours faithfully,
David Orsborne
Principal Adviser (Primary)