

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

Director of Education : Bryan Slater

Our Ref : TP/TranslCTinfoMdlSchls/ajm

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

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Please ask for Tony Payne

Headteachers in Middle Schools

Telephone Ext. 115

Fax Number: (01603) 700236

Dear Headteacher

email : tony.payne@norfolk.gov.uk

Re: Transfer of ICT information to assist continuity and progression between middle school and high school

I am writing to ask if you will contribute to an online database which will assist Norfolk high schools in planning an appropriate curriculum for new pupils, 2004 – 2005.

In our discussions with high school ICT co-ordinators, one of the key pieces of information which they would particularly value is the nature of the ICT experience of pupils in Year 7. The majority of high schools are using the National Strategy materials and it will help them to know precisely which areas have been covered in year 7. 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*.

Middle school ICT subject leaders are invited to complete a very simple online data collection form (no more than seven 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 based on either the QCA scheme of work or the National Strategy Teaching units. The responses should relate to the experience of the Year 7 cohort, academic year 2003 – 2004.

All headteachers and subject leaders have been allocated user IDs and passwords for the 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.

I do hope that you will be able to help us with this project. Clearly, a prompt response would be helpful. Many thanks in anticipation of your support.

Yours faithfully,

David Orsborne
Principal Adviser (Primary)