

DUNHURST

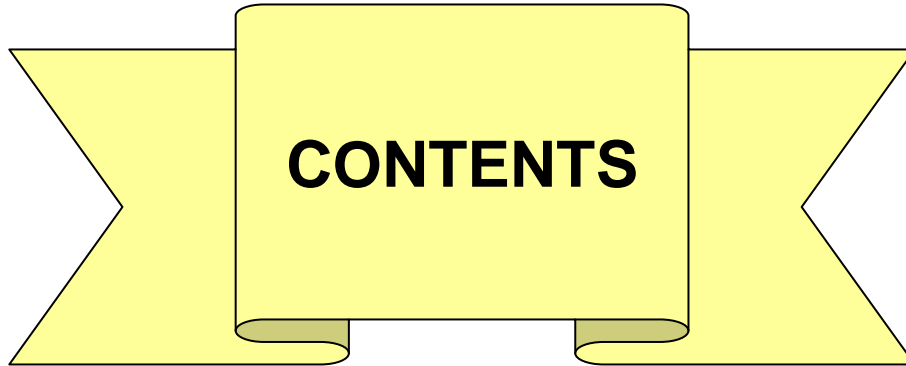
I.C.T. HANDBOOK

FOR GROUPS 1, 2 AND 3



Bedales  Schools

Kath Connolly



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THE ICT AREA

CROSS-CURRICULAR AND SUBJECT SPECIFIC ICT



THE ICT AREA CONSISTS OF:

1. ICT Classroom (11 PCs) where ICT teaching takes place.
2. Bookable ICT room (22 PCs) which can be booked by staff for 'Subject Specific' ICT.
3. Both teaching rooms have Inter-active whiteboards.
4. The ICT rooms and Library area have easy access to 1 colour printer, 1 black and white printer and 1 scanner.
5. Headphones are available on request from staff.



The confident use of computers has become an essential part of everyday life and ICT is seen as an important and practically useful subject in the school. It is specifically taught to all 'Group' pupils for 1 lesson a week where the Curriculum is comprised of 7 Units (Schemes of work.) These are based on ECDL and the National Curriculum for Key Stages 2 and 3.

THE AIMS OF TEACHING ICT AT DUNHURST ARE:

- To build a comprehensive and solid foundation towards the 'Bedales' objective for every pupil to leave the school with an IT qualification, ECDI, GCSE, AS or A2 level.
- To enable pupils to develop ICT skills at a sufficient level to facilitate independent use of ICT both across the Curriculum and for 'Subject specific' ICT.
- To enable pupils to develop a balanced view of the broad range of applications of ICT systems and to recognise when their use is appropriate.

THE GROUPS CLASSES ARE STUDYING 7 SCHEMES OF WORK (UNITS) BASED ON ECDL AND THE NATIONAL CURRICULUM FOR KEY STAGES 2 AND 3.

THESE UNITS ARE:

- 1. Files, Folders, E-mail and the Internet**
- 2. Word Processing and Desktop Publishing**
- 3. Presentation Skills (Powerpoint)**
- 4. Spreadsheet Modelling**
- 5. Image Editing and Digital Cameras**
- 6. Database Processing**
- 7. Control Technology**

ALL SCHEMES OF WORK CONTAIN 'EXTENSION' TASKS
TO ACCOMMODATE PUPILS WORKING AT A MORE ADVANCED LEVEL.

UNIT 1 - FILES, FOLDERS, E-MAIL & THE INTERNET

GROUPS	LESSON EXAMPLES	KNOWLEDGE & UNDERSTANDING	LEARNING OBJECTIVES	RELEVANT TERMINOLOGY
ONE	'ORGANISING FILES & FOLDERS' 'HOLIDAY E-MAIL CONVERSATION'	Understand that work can be saved into a particular area and can then be easily found Understand how to exchange information and ideas with others in a variety of ways, including E-mail	Make Folders Save Files to Folders Drag and Drop Files Cut and Paste Files Rename and delete a file Change file view type Find address of friend Answer and send messages to a Teacher	Files Folders Drag and Drop Cut and Paste Inbox and Outbox Global Address Book Reply and Forward
TWO	'E-MAIL PICTURE SIZE' 'INTERNET DETECTIVE & FAVOURITES'	Realise that some pictures are too large to send by E-mail and know how to make them smaller Know how to send a message to anyone in the School Understand about Favourites Develop confident Searching skills	Send and save Attachments Compress pictures too large to send Forward an Attachment Save Websites into Favourites Organise Favourites Perform advanced Searches	Inbox and Outbox Reply and Forward Global Address Book Compress Attachments Search Favourites
THREE	'INTERNET SAFETY' 'DATA PROTECTION'	Understand that the Internet can be a dangerous place and be fully aware of necessary precautions. Realise that the Internet is a great source of information on every subject imaginable. Personal data is protected	Discuss possible dangers etc. Learn never to give out private details or to meet strangers Explore Internet safety sites Learn about Data protection rules	Chat Rooms Search Engines Cybersmart Kidsmart

UNIT 2 – WORD PROCESSING & DESKTOP PUBLISHING

GROUPS	LESSON EXAMPLES USING WORD	KNOWLEDGE & UNDERSTANDING	LEARNING OBJECTIVES	RELEVANT TERMINOLOGY
ONE	'HARRY POTTER' Text formatting 'PARTY PLAN'	Know how to load, retrieve and save work independently to own area Understand how to use the icons on the Standard and Formatting toolbars Know how to insert and wrap pictures and print to colour or black and white	Change Font type, size and colour Use Bold, Italic, Underline Left, right and centre alignment Use WordArt Insert, enlarge and wrap Pictures / ClipArt View Header and footer Use Custom Bullet points Insert a Table	Copy, cut and paste Font Bold Italic Underline Align left, right, centre Header Footer Table
TWO	'DICKENS' (Columns') 'INTER-ACTIVE STORIES'	Understand how to alter the page layout Know about the Drawing toolbar Know how to make changes to words within a whole document Learn to organise work more effectively and to understand different forms of text (poem)	Format Columns Use Spellcheck / grammar tools Use Page set up and Print preview Use Dropped cap Use Keyboard shortcuts Use Find and replace and show / hide Insert Organisation Charts Use fill effects on Autoshapes	Edit Replace Undo Insert Format Column Portrait Landscape Organisation Chart
THREE	'MUSIC' Text formatting DTP - 'ONLINE MAGAZINE' (with bookmarks and hyperlinks)	Confidently be able to combine graphic images and varied text boxes to produce a more complex piece of work Know about the Format menu Recognise features of good page design and the need for different styles for specific purposes and audiences	Use Text effects and Direction Use Line spacing, change case Inserting page nos. and date Use Invisible text boxes Wrap pictures Use Bullet points and numbers Use Borders and Shading Use Bookmarks and Hyperlinks	Format menu Print preview Highlight Show/hide Text direction Edit > replace Bookmark Hyperlink

UNIT 3 – PRESENTATION SKILLS (POWERPOINT + AUDIO)

GROUPS	LESSON EXAMPLES USING POWERPOINT	KNOWLEDGE & UNDERSTANDING	LEARNING OBJECTIVES	RELEVANT TERMINOLOGY
ONE	'ALL ABOUT ME'	Feel confident about producing and viewing a basic slideshow Realise the potential of Powerpoint to express information or ideas for any subject	Add a new slide Delete a slide Format text in a slide Format background Use a range of text and WordArt Insert ClipArt to a slide View a slideshow	Slideshow Slide Layout Bullet points Preset
TWO	'WHAT WOULD YOU DO (If you saw someone being bullied)?'	Build on earlier knowledge with more skills Understand that Powerpoint can be used in an 'Interactive' way by adding hyperlinks Recognise that the order and accuracy of instructions are important	Use Fill effects Use Custom animation on text Save and insert animated gifs Use Hyperlinks between slides	Slide Layout Bullet points Fill effects Preset Custom Animation Hyperlinks
THREE	'PLASTIC BAGS & THE ENVIRONMENT'	Talk about the topic, review work done and make possible changes Investigate different ways information can be presented and ensure that the quality of presentation is suitable for the audience	Use the Internet for relevant research Use Custom animation on text and pictures Use Motion Paths Use animated gifs Insert sounds and videos Set up a show – use timings	Slide Layout Bullet points Fill effects Preset Custom Animation Motion Path Animated Gif Hyperlinks

UNIT 4 – SPREADSHEET MODELLING

GROUPS	LESSON EXAMPLES USING EXCEL	KNOWLEDGE & UNDERSTANDING	LEARNING OBJECTIVES	RELEVANT TERMINOLOGY
ONE	'DUNCODE' 'PARTY'	Become familiar with the layout of a spreadsheet Develop an understanding of cell refs. to make processing numbers easier Understand that information can be ordered numerically or alphabetically	Use Cells, Rows and Columns Use Cell references to display text Merge cells for titles Input data Sort data: ascending and descending	Spreadsheet, cells, rows, columns, formula, cell ref. merge
TWO	'PARTY EXTENSION' 'FAVOURITE ACTIVITIES'	Understand how to choose suitable data for modelling in a spreadsheet for a purpose Realise that spreadsheets can be used to perform numerous maths tasks Be able to create a graph from spreadsheet data	Add borders Format Cells for Currency Alter the format of a spreadsheet Use Formulae + - * / Make a bar graph	Spreadsheet, cells, rows, columns, cell ref, merge, formula, sum, highlighting, custom header, format currency
THREE	'NUMBER PATTERNS - FORMULAE' 'SWEET SHOP'	Become confident using formulae to solve maths problems in a real life situation. Be able to present two different graphs and decide on the more appropriate type. Be able to interpret findings, and check that results make sense	Use Formulae + - * / Use =Sum to add numbers in a column Alter column width and/or row height as required Insert and delete rows and/or columns Create own data relevant to column headings Make Pie and Bar Charts	Spreadsheet, cells, rows, columns, cell ref, merge, formula, sum, replicate, highlighting, custom header, format, currency, sort, graph, set, bar, pie, line and scatter graph

UNIT 5 – IMAGE EDITING & DIGITAL CAMERAS

GROUPS	LESSON EXAMPLES Paint, Photo Editor, MPM	KNOWLEDGE & UNDERSTANDING	LEARNING OBJECTIVES	RELEVANT TERMINOLOGY
ONE	'EAGER OBJECTS' (Paint)	Become confident users of the Paint Toolbar as an introduction to more complex Image editing software Reproduce real objects with shading on screen Amend mistakes and improve fine detail areas	Draw with the Line and paintbrush in varying widths Use the Eraser and change size Undo mistakes Use Pick and Fill colour Use the Airbrush Insert text Use the Magnifier tool	Edit Undo Bitmap Pick Fill colour Airbrush Eraser Magnifier
TWO	'PICTURE COMPRESSION' (Picture Manager)	Know how to use the View menu Understand that images can be saved in different sizes and formats and that large images will take up a lot of space and take longer to send by e-mail	Change the File View Discuss File sizes Kb, Mb And Gb Use Microsoft Picture Manager to compress pictures	Jpeg Gif Thumbnails Tiles Icons List Details Kb, Mb and Gb
THREE	'PHOTO EFFECTS' (Photo Editor)	Realise how easy it is to transfer pictures from a camera to a computer Understand how to apply a range of effects to any picture Realise that the effect will increase the file size	Use Digital cameras Insert pictures from shared area Crop an area of photo Use Microsoft Picture Manager to Auto correct pictures Use invisible text-boxes Use Photo Editor Effects	Upload Crop Resize Rotate Autobalance Effects, emboss etc. Smudge/sharpen

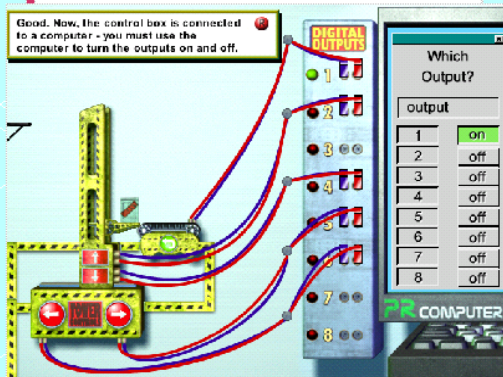
UNIT 6 – DATABASE PROCESSING

GROUPS	LESSON EXAMPLES USING INFOMAGIC	KNOWLEDGE & UNDERSTANDING	LEARNING OBJECTIVES	RELEVANT TERMINOLOGY
ONE	'TOYS'	Understand how information can be stored in an organised Database Know how to make changes and edit a Database	General intro: Explore 'Infomagic' program, Scroll through data Add and delete records Save and retrieve an amended database Use Drop-down lists	Database, field, record, data, information, drop-down list
TWO	'JOURNEYS'	Understand how to organise, refine and present different forms of information Know how to access, select and interpret that information	Load and enter data into a prepared data file Use Drop down lists Present data and/or search results to answer checkable questions Edit and amend errors	Database, field, record, data, information, drop-down list, search,
THREE	'ANIMALS'	Know how to select the necessary information for a particular purpose when using a database Understand, interpret and analyse data from graphs	Sort records – ascending and descending Create own data relevant to topic Answer search questions and create own questions Make graphs from data	Database, field, record, data, information, drop-down list, search, sort, graph, set, bar, pie, histogram, line and scatter graph

LESSON PLAN EXAMPLES

GROUP 1 MISSION CONTROL

Explain about Inputs and Outputs, show Demo on Whiteboard. Connect the Outputs and go to Teacher options > make sure all are green and in Activity mode level 1 > levels 1 and 2 for older ones > start > Skip log in. To escape it press Control + Q and quit from the Menu



GR. 2 DATABASES - JOURNEYS



1. Double click on Information Magic > Red level > OK > create new file > next > use simple file set up > next > choose topic > next > 'Journeys' > next.
2. Tick every option in the boxes except Starting Point > finish.
3. Go to file > save as > 'Your name Journeys'.

To make 1 record:

1. Go to Edit > add record > enter your destination - 'School' and use the drop down boxes to enter the other data > file > save.
2. Add more records based on the following journeys:
3. Shops, doctor, holiday, swimming, dentist, playing with friend, haircut, going for a walk, + any others you can think of.

To add another record:

4. Go to Edit > add record > enter data about another journey > file > save.
5. Repeat for as many journeys as you can.

To edit your data:

6. Go to Edit > edit file > make changes > save.

Gr 3 Spreadsheets SWEET SHOP



You are stocking up for your Sweet Shop and need to work out how much it will cost you.

1. Open Excel and type in the titles of the COLUMNS e.g Type of Sweets etc.
2. Type a list of 8 of your favourite sweets leaving a gap of one ROW.
3. Next type in the prices of the sweets, remember to put a nought and decimal point first so that the prices are in pence.
4. Now type in the number of sweet packets bought.
5. You may need to go to Format > Cells > Number > 2 dec. places.
6. Merge the top cells and type in 'Sweet Shop'.
Can you work out a FORMULA to find the Total cost of each amount of sweets?

GR. 3 PODCASTING Weather Forecast



1. Have a look at the weather forecast on the Internet.
2. Type up your own forecast for the next 3 days; include the morning, afternoon and evening.
3. Now type up your 'script' of what you will say into the microphone about each day.
4. Add a sound effect from the shared area for each change of weather.
5. Record yourself narrating your forecast into the microphone and save it into your IT folder.
6. Edit the voice clips with the sound effect clips to make one smooth forecast.

GROUP 1 – OVERVIEW OF SKILLS-BASED CURRICULUM

Group 1 will be introduced to all the skills required for Cross Curricular I.C.T with alternating lessons based around each of the Units below. There will be regular tests and assessment to ascertain pupil levels of knowledge and understanding.

<p style="text-align: center;">INDUCTION TO THE NETWORK</p> <ul style="list-style-type: none"> • My Documents • Microsoft Office • 'The Groups' work area • E-mail • The Intranet and the Internet • Educational Software on the network • Printers and their location • IT area rules 'Get the knack' 	<p style="text-align: center;">PRESENTATION (POWERPOINT)</p> <p>Lessons e.g. 'All About Me' making a Presentation and showing it to the class</p> <ul style="list-style-type: none"> • Adding a new slide • Deleting a slide • Formatting Text in a slide • Formatting Background • Inserting ClipArt to a slide • Viewing a slideshow
<p style="text-align: center;">FILES AND FOLDERS</p> <ul style="list-style-type: none"> • Making new folders for each subject area • Dragging and dropping files • Renaming and deleting a file • Cutting and pasting files • View > Arrange by type 	<p style="text-align: center;">E-MAIL & THE INTERNET</p> <ul style="list-style-type: none"> • Sending a message • Using the Global Address Book • Deleting a message • Replying and forwarding a message • Using Search Engines • Internet safety tips
<p style="text-align: center;">WORD PROCESSING</p> <p>Lessons e.g. 'Harry Potter' where pupils modify text using the Formatting Toolbar.</p> <ul style="list-style-type: none"> • Font type, size and colour • Bold, Italic and Underline • Left, right and centre alignment • Using WordArt • Inserting, enlarging and wrapping Pictures / ClipArt • View Header and footer • Printing to Black and white or Colour • Copy and paste and Cut and paste 	<p style="text-align: center;">IMAGE EDITING</p> <p>Lessons e.g 'Eager Objects' where pupils use the Tool and Colour boxes in 'Paint' to draw objects.</p> <ul style="list-style-type: none"> • Using the Selection tools • Eraser and Undo • Pick and Fill Colour • Brush and Airbrush • Lines and shapes • Adding Text • Cropping an image • Using the Magnifier tool
<p style="text-align: center;">SPREADSHEET MODELLING</p> <p>Lessons e.g. 'Duncode' where pupils learn basic terms while breaking the code using 'Cell' references.</p> <ul style="list-style-type: none"> • Cells, Rows and Columns • Understanding Cell references • Inputting Data • Merging cells for titles • Sorting Data – ascending and descending 	<p style="text-align: center;">FIRST DATABASES</p> <p>Lessons e.g. 'Toys'</p> <ul style="list-style-type: none"> • Explore 'Infomagic' • Entering Data • Add and delete records • Save and retrieve records • Scrolling through records forward, back etc. • Using Drop down lists

GROUPS 2 AND 3 – OVERVIEW OF SKILLS-BASED CURRICULUM

GROUPS 2 AND 3 will be reinforcing and embedding previous skills with alternating lessons based around these Units.

FILES, FOLDERS, E-MAIL & THE INTERNET

Lessons e.g. 'E-mail Picture size' and 'Internet Detective'

- File views, thumbnails – My Pictures
- E-mail – Inbox, outbox, sent, deleted, drafts
- Sending and saving an attachment
- Forwarding a message (with attachment)
- Sorting messages by name, subject, date etc.
- Creating new mail folders
- Moving messages to new folders
- Searching for a message
- Use key words in a search
- Printing a web page
- Saving websites as favourites
- Opening favourites
- Making new folders in favourites
- Internet safety – Cybersmart and Kidsmart websites
- Using Hyperlinks
- Making Weblinks

WORD PROCESSING AND DESKTOP PUBLISHING

Lessons e.g. 'Forests' formatting text into paragraphs, correcting mistakes etc.

- Caps lock, shift and backspace
- Spellcheck and grammar tools
- Page setup and Print preview
- Keyboard shortcuts e.g Cnt + Z
- Copy and paste and Cut and paste
- Edit > find and replace
- Show / hide
- View > Toolbars
- Select and move text
- Insert symbol/ special characters
- Line spacing, change case
- Page breaks, inserting page nos. and date. Ordering and grouping
- Bullet points and numbers
- Standard and Formatting menus
- Drawing and Picture toolbars
- Borders and Shading – page border
- Superscript and subscript
- Formatting textboxes and columns
- Using the Drawing toolbar in Word
- Inserting Tables into Word

IMAGE EDITING AND DIGITAL CAMERA USE

Lessons e.g 'Photo Effects' where pupils use a Digital camera and Image editing software to manipulate their photo.

- Revisiting the Tool and Colour boxes
- Compressing files in Picture Editor
- Digital Photography
- File transfer via USB Memory sticks

PRESENTATION (POWERPOINT)

Lessons e.g 'My Holiday' where pupils make a presentation and show it to the class

- Using bullet points in slides
- Using Custom Animation
- Using Motion Paths
- Using Slide Layout
- Using Slide Design templates
- Using the Master slide

GROUPS 2 AND 3 – OVERVIEW OF SKILLS-BASED CURRICULUM

<p style="text-align: center;">IMAGE EDITING AND DIGITAL CAMERA USE</p> <ul style="list-style-type: none"> • Changing Brightness and Contrast • Using Effects, emboss etc. • Image size manipulation • Using Rotate and Flip • Using Autocorrect • Cropping an image 	<p style="text-align: center;">PRESENTATION (POWERPOINT)</p> <ul style="list-style-type: none"> • Making Action buttons • Inserting a graph • Setting up a show – timings • Using Hyperlinks between slides • Inserting sounds and video clips • Doing a talk on own slideshow
<p style="text-align: center;">SPREADSHEET MODELLING Lessons e.g. 'Farm Visit' and 'Sweet Shop'</p> <ul style="list-style-type: none"> • Modifying margin length • Delete and insert rows/columns • Sorting Data (ascending and descending) • Formatting Cells for Currency • Adding Borders and Merging cells • Using Formulae + - * / • Using = Sum • Making Pie and Bar Charts • Replicating Formulae • Using spreadsheet header • Using print preview • Printing the worksheet 	<p style="text-align: center;">DATABASE PROCESSING Lessons e.g. 'Animals' Database</p> <ul style="list-style-type: none"> • Inputting own data • Deleting own data • Sorting Records (ascending and descending) • Using Picture and layout views • Editing Data and layout • Performing a basic search • Performing a search with Variables 'more than' etc. • Saving and re-opening Database • Making Graphs from Data • Creating questions to ask own database
<p>CONTROL TECHNOLOGY MC links to the work in the Design Dept. where pupils use inputs and outputs to control a 'Robotic' Arm.</p>	
<p style="text-align: center;">GROUP 1 Lessons e.g. 'Juicy Drinks machine'</p> <ul style="list-style-type: none"> • Connecting Electronic wires • Using Inputs • Using Outputs • Turning on correct Input to perform a task • Turning off input after use • Understanding how own commands control a machine 	<p style="text-align: center;">GROUPS 2 AND 3 Lessons e.g. 'Building a bridge'</p> <ul style="list-style-type: none"> • Connecting Electronic wires • Using Inputs • Using Outputs • Turning on inputs to perform tasks • Turning off Inputs after use • Using correct order in a sequence with time delays • Editing programming mistakes

Wks	GR. 1 AUTUMN TERM PROJECTS	GR. 1 SPRING TERM PROJECTS	GR. 1 SUMMER TERM PROJECTS
1	Induction / Intro to Network	Databases Intro - Toys	Spr.sheets – Party Sorting
2	Files and Folders	Databases Intro - Toys	Internet Safety - Betty
3	Files and Folders	Spreadsheets - Party	Word – Party Plan
4	E-mail Holiday Conversation	General Skills Test	Word – Table and Poster
5	Word Pro – Harry Potter	General Skills Test	Word – Table and Poster
6	Spreadsheets - Dun Code		CAMP
7	Control Tech	Test answers+Touch-Typing	
HT		Spreadsheets - Party	Icons in Word
8	Tigers and Textboxes	Spreadsheets - Party	Icons in Word - test
9	Tigers and Textboxes	Powerpoint – About Me	Internet Favs. and Detective
10	Tigers and Textboxes	Powerpoint – About Me	Internet Detective
11	Graphics – Eager Objects		Control Technology
12	Graphics – Eager Objects		
13	Control Technology		

Wks	GR. 2 AUTUMN TERM PROJECTS	GR. 2 SPRING TERM PROJECTS	GR. 2 SUMMER TERM PROJECTS
1	Powerpoint – My Holiday	Databases - Journeys	Zoo Business Plan
2	Powerpoint – My Holiday	Databases - Journeys	Internet Safety - Kidsmart
3	Ppt. – Pupil Presentations	Spr.sheets – Farm Visit	Zoo Bus. Logo and Card
4	Spr.sheets – Party Ext.	General Skills Test	Zoo Bus. Logo and Card
5	Spr.sheets – Party Ext.	General Skills Test	Control Tech
6	Spr.sheets – Party Ext.		CAMP
7	Replace Text – Jo to Joe	Test answers – Farm Visit	
HT		Word - Autoshapes	Organisation Charts
8	Order the Artists	Word - Autoshapes	Organisation Charts
9	The Drawing Toolbar	Word - Autoshapes	Powerpoint – with Hyperlinks
10	Tables – Comic Strip	Control Technology	Powerpoint – with Hyperlinks
11	Tables – Comic Strip		Ppoint – Pupil Presentations
12	Tables – Comic Strip		
13	Control Technology		

Wks	GR. 3 AUTUMN TERM PROJECTS	GR. 3 SPRING TERM PROJECTS	GR. 3 SUMMER TERM PROJECTS
1	Word – Toolbar Teacher	Adv. Databases - Animals	Word Pro - Wizard
2	Word – Toolbar Teacher	Adv. Databases - Animals	Internet Safety - Cybersmart
3	Word – Toolbar Teacher	Word Pro. – Text Formatting	Childnet Visit
4	Formal Letter Layout	General Skills Test	Photo Editor - Effects
5	Sp. Sheets - Formulae	General Skills Test	Photo Editor - Effects
6	Sp. Sheets - Formulae		CAMP
7	Word Pro - Forests	Spreadsheets – Sw. Shop	
HT		Spreadsheets – Sw. Shop	Toolbar Icons for Quiz
8	Dig. Photography + Editing	Ppt with transition + timings	Toolbar Icons for Quiz
9	Dig. Photography + Editing	Ppt with transition + timings	Cartoon plus sound+voiceover
10	Dig. Photography + Editing	Control Technology	Cartoon plus sound+voiceover
11	Word Pro – Party Invite		Cartoon with sound+voiceover
12	Data Prot. - Plumstones		
13	Control Technology		

CROSS-CURRICULAR ICT



- All pupils from the Groups and the Blocks regularly use the ICT rooms to select analyse and evaluate information from a range of sources.
- These include the Internet, networked CD Roms and data stored in the shared areas.
- They organize their information and store it into folders where they can easily retrieve it.
- They understand how to use ICT safely and responsibly and can present their work and communicate their ideas in a range of ways from Powerpoint presentations with sound clips to Video editing.

I.T. SUPPORT

- ◆ ICT SUPPORT for pupils is available for the whole ICT and Library area (which has 12 PCs for 'Cross Curricular ICT' during 'Greens' and breaks.)
- ◆ The whole area is opened and supervised during one break or lunch-time every day by the ICT Co-ordinator and the Librarian alternatively.
- ◆ Staff can access immediate ICT support from the Co-ordinator (when not teaching) or from Bedales ICT services. There is very regular contact with Bedales IT services to maintain computers, software access and printers in the ICT Classroom and Library area.
- ◆ All pupils are regularly made aware of the ICT Area guidelines (Get the Knack.)
- ◆ All new pupils and staff have a formal Induction from Bedales ICT services and sign the A.U.P.

ICT SUPPORT

The ICT Co-ordinator has regular meetings with:

- ◆ the Head of Academic ICT at Bedales
- ◆ the ICT Co-ordinator at Dunannie

Plus liaison with the SMT, the Head of Digital Resources and his team as necessary.

STAFF TRAINING

Staff have regular ICT training, either individually, in small groups or whole school as required (e.g. Powerpoint training for Art Dept. Whiteboard software training for the Groups teachers etc.) Staff are also helped with their IT Budget requests and advised on the latest software developments (from regular mailings and an annual visit to the BETT show)

THE VLE

The 'Kaleidos' VLE (virtual learning environment) is where most of the 'Subject specific' software can be accessed. 'Boardworks' Inter-active whiteboard software covers most of the subjects. Pupils and Staff will also be able to access the VLE from home in the future.

TEACHER ASSESSMENT

Assessment takes place in 2 forms, Teacher assessment of pupil effort and achievement and self-assessment by the pupils.

Teacher Assessment of pupil work and performance is summarized at the end of each lesson by a mark for Effort (1-4) and a grade for Achievement (A-D)

The vertical yellow strip shows the 'Pupil Review' mark as translated (from ticks and grades) to suit my own records

GROUP 2 MARKS			SPRING 09 PROJECTS EACH WEEK										
PUPIL	NAME	Grp	1	2	3	P. Rev.	5	HT	6	7	8	P. Rev.	10
ANNE	EXAMPLE	2MC	C3	C2	B2	C2	C2		C1	C3	Abs	C3	Abs
ANNE OTHER	EXAMPLE	2MC	C3	C3	B1	C3	B1		C2	A2	A2	A2	A2
ANNE OTHER	EXAMPLE	2MC	C3	B2	C3	C2	B2		C1	Abs	B1	B2	B2
ANNE OTHER	EXAMPLE	2MC	C2	B1	C1	C1	A2		C2	B1	C2	C2	C1
ANNE OTHER	EXAMPLE	2MC	B1	B1	C3	B2	B2		C2	C2	Abs	B3	B1
ANNE OTHER	EXAMPLE	2MC	C1	B1	A2	A2	B2		B1	A2	B1	A2	B1
ANNE OTHER	EXAMPLE	2MC	C1	B2	C2	B2	A2		C1	C1	B2	B2	B2
ANNE OTHER	EXAMPLE	2MC	A2	B2	B1	A2	A2		A2	B2	B1	B2	B2
ANNE OTHER	EXAMPLE	2MC	B2	B1	B1	B2	C3		B1	B2	B1	B2	B1
ANNE OTHER	EXAMPLE	2MC	B1	B1	C3	C2	C1		C1	C3	C1	C3	C1
ANNE OTHER	EXAMPLE	2MC	C3	B2	B1	B2	A2		C1	C3	C3	C3	B2
ANNE OTHER	EXAMPLE	2MC	C2	B2	Abs	B2	B1		C1	B1	B2	B2	B2
ANNE OTHER	EXAMPLE	2MW	B2	Trip	B1	B1	B1		C2	B2	B1	B2	B1
ANNE OTHER	EXAMPLE	2MW	B2	Trip	A2	A2	C1		C1	B2	B1	B1	B1
ANNE OTHER	EXAMPLE	2MW	B1	Trip	B2	B2	C1		C2	B2	C1	B2	C1
ANNE OTHER	EXAMPLE	2MW	C3	Trip	B1	C3	A2		B1	B1	C1	B2	C2
ANNE OTHER	EXAMPLE	2MW	C1	Trip	B1	B2	B2		A2	B2	A2	A2	B1
ANNE OTHER	EXAMPLE	2MW	C1	Trip	B1	B2	C2		C1	B2	B1	B1	C1
ANNE OTHER	EXAMPLE	2MW	C1	Trip	C1	B2	B2		B1	B1	C2	B2	B3
ANNE OTHER	EXAMPLE	2MW	C1	Trip	B1	B2	B1		C3	C3	B2	C3	B2
ANNE OTHER	EXAMPLE	2MW	C2	Trip	B1	B1	C3		B1	C2	C2	B2	C2
ANNE OTHER	EXAMPLE	2MW	B2	Trip	A2	A2	B2		C3	C3	B1	B1	B2
ANNE OTHER	EXAMPLE	2MW	C3	Trip	C4	C3	C4		C3	B4	C3	C3	B1
ANNE OTHER	EXAMPLE	2MW	B1	Trip	B1	A2	A2		A2	B2	B1	B2	C1

GROUP 3 MARKS			SPRING 09 PROJECTS EACH WEEK										
PUPIL	NAME	Grp	1	2	3	P. Rev.	5	HT	6	7	8	P. Rev.	10
ANNE	EXAMPLE	3M	B1	B1	C2	B2	B1		B2	C2	Fr. Play	B2	B1
ANNE OTHER	EXAMPLE	3M	B1	C3	Abs	B3	B2		A1	C2	Fr. Play	C2	B2
ANNE OTHER	EXAMPLE	3M	B2	A2	A1	A1	B2		B2	A2	Fr. Play	A2	B1
ANNE OTHER	EXAMPLE	3M	B2	B3	B2	B2	B1		A2	B2	Fr. Play	C1	B1
ANNE OTHER	EXAMPLE	3M	B1	B2	A2	A1	C3		B2	Abs	Fr. Play	A1	C3
ANNE OTHER	EXAMPLE	3M	Abs	B1	B2	B2	C3		A2	C2	Fr. Play	B2	B2
ANNE OTHER	EXAMPLE	3M	C3	A1	A2	A1	C3		B2	C3	Fr. Play	A1	C3
ANNE OTHER	EXAMPLE	3M	C3	C2	B2	B2	Abs		C2	A2	Fr. Play	C2	B2
ANNE OTHER	EXAMPLE	3M	B2	A1	A2	A1	C3		B3	B3	Fr. Play	A1	C3
ANNE OTHER	EXAMPLE	3M	B1	A2	A2	A2	B1		Abs	B2	Fr. Play	A2	B1
ANNE OTHER	EXAMPLE	3M	C2	B2	C3	C3	Abs		Abs	C3	Fr. Play	C2	B2
ANNE OTHER	EXAMPLE	3M	C4	B3	C3	B3	Abs		Abs	C3	Fr. Play	C3	C3
ANNE OTHER	EXAMPLE	3R	A2	B2	Abs	A1	B1		B2	A2	A1	A1	A2
ANNE OTHER	EXAMPLE	3R	C3	C2	Abs	C3	B2		C3	B3	C3	C3	Abs
ANNE OTHER	EXAMPLE	3R	B3	C2	Abs	B2	B2		B2	B2	A2	B1	B2
ANNE OTHER	EXAMPLE	3R	B1	A2	A1	A2	B1		A2	B1	A1	A1	B1
ANNE OTHER	EXAMPLE	3R	C3	B2	A2	B2	C3		B2	A1	A2	B1	C3
ANNE OTHER	EXAMPLE	3R	B2	B1	B2	B2	C3		A2	C2	B2	B1	B2
ANNE OTHER	EXAMPLE	3R	C2	C2	A2	B2	C3		A1	B1	A2	A2	B1
ANNE OTHER	EXAMPLE	3R	C3	C3	C2	B3	B2		C2	C3	B3	B2	B2
ANNE OTHER	EXAMPLE	3R	C3	A2	A1	B2	C3		B3	B2	C1	C2	C3
ANNE OTHER	EXAMPLE	3R	C3	B3	B2	C3	C2		B2	C3	B2	C3	C2

TEST MARKS AND POSITIONS

Pupil name	Pupil name	Group	Mark	Position
Anne	Example	3M2	25	1
Anne Other	Example	3R2	25	1
Anne Other	Example	3M1	24	2
Anne Other	Example	3R2	24	2
Anne Other	Example	3R2	23	3
Anne Other	Example	3R2	23	3
Anne Other	Example	3M2	21	4
Anne Other	Example	3M2	21	4
Anne Other	Example	3M1	20	5
Anne Other	Example	3R1	20	5
Anne Other	Example	3R2	20	5
Anne Other	Example	3M1	19	6
Anne Other	Example	3M1	19	6
Anne Other	Example	3R1	17	7
Anne Other	Example	3R2	17	7
Anne Other	Example	3M1	16	8
Anne Other	Example	3R2	16	8
Anne Other	Example	3R2	15	9
Anne Other	Example	3R2	15	9
Anne Other	Example	3M1	14	10
Anne Other	Example	3M2	14	10
Anne Other	Example	3R1	13	11
Anne Other	Example	3R1	13	11
Anne Other	Example	3M2	10	12
Anne Other	Example	3M2	10	12

ICT - PUPIL LEARNING TARGETS

GROUP 3

**Please type your name and group in the text box below.
Read your targets for this term and save it (with your name
at the end) into your IT folder**

<p>Name:</p> <p>Group:</p> <p>Term: Autumn</p>

This term I will learn about:

- 1. Word Processing**
- 2. Spreadsheets**
- 3. Digital Photography**

The skills I will use are:

- 1. Toolbars Functions**
- 2. Formulae Use**
- 3. Photo Manipulation and Editing**

ICT - PUPIL SELF-ASSESSMENT

This will be filled in on the computer and e-mailed to me.

Name:
Group:
Term:

This Term I think I have done well with:
















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








Next Term I think I could improve:

--
















PUPIL SELF-ASSESSMENT EXAMPLE

Pupils are given the sheet of Toolbar icons (below) and asked to put a tick in the box underneath if they know what it means or a cross if they do not.

BEN ALLEZ														
PUT A TICK IF YOU THINK YOU KNOW WHAT THIS ICON MEANS							PUT A CROSS IF YOU DON'T							
														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEO NEWLANDS														
PUT A TICK IF YOU THINK YOU KNOW WHAT THIS ICON MEANS							PUT A CROSS IF YOU DON'T							
														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The same pupils are then asked to describe the function of each icon in writing as performing this activity on the computer would show them the answers. They then hand their written answers to me and I input the results into a spreadsheet.


	DESCRIBE THE FUNCTION - NAME -
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	

Finally, pupils access the same sheet from the shared area, type in the correct answers and e-mail them to me. Most pupils have a thorough knowledge of the Toolbar icons after this activity and are more careful with future self-assessments.

SELF-ASSESSMENT RESULTS FOR GROUP 1

The top line is pupil assessment of knowledge (of Toolbar icons)

The line below is their actual knowledge (of Toolbar icons)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	SELF ASSESSMENT																				
2	TYPE 1 IF YOU THINK YOU KNOW WHAT THIS ICON MEANS TYPE x IF YOU DON'T																				
3																					
4																					
5	Ben	ALLEZ	1K1	1	x	1	1	1	1	1	1	1	1	1	x	1	1	x	x		4
6	Ben	ALLEZ		1	x	1	1	1	1	1	x	1	1	1	x	1	1	x	x		5
7																					
8	Leo	NEWLANDS	1K1	x	x	x	1	x	1	x	1	x	1	1	x	1	x	x	1		9
9	Leo	NEWLANDS		1	x	1	1	x	1	x	x	x	1	x	x	1	x	x	x		10
10																					
11	Polly	CAINES	1K1	1	1	1	1	1	1	1	x	1	1	1	1	1	1	x	1		2
12	Polly	CAINES		1	x	1	1	1	1	1	1	1	1	1	1	1	1	x	1		2
13																					
14	Ollo	CATTON	1K1	1	x	1	1	1	1	1	1	1	1	x	1	1	1	1	1		2
15	Ollo	CATTON		1	x	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1
16																					
17	Kitale	KENNEDY	1K1	1	x	1	1	1	1	1	1	1	1	1	1	1	1	x	1		2
18	Kitale	KENNEDY		1	x	1	1	1	1	1	1	1	1	1	1	1	1	x	1		2
19																					
20	Molly	BEARDALL	1K1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		0
21	Molly	BEARDALL		1	x	1	1	1	1	1	1	1	1	1	x	1	1	x	1		3
22																					
23	Mike	PATERSON	1K1	x	1	1	1	1	1	1	x	1	1	1	x	1	x	x	1		4
24	Mike	PATERSON		x	x	1	1	1	1	1	x	1	x	x	x	1	x	x	1		8
25																					
26	Tommy	PERRY	1K1	1	1	1	1	1	1	1	1	1	1	1	x	1	1	x	x		3
27	Tommy	PERRY		1	x	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1
28																					
29	George	ROBSON	1K1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		0
30	George	ROBSON		1	x	1	1	1	1	1	1	1	1	1	x	1	1	x	x		4
31																					
32	Eleanor (Elly)	RODBERT	1K1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		0
33	Eleanor (Elly)	RODBERT		1	x	1	1	1	1	1	1	1	1	1	1	1	1	x	x		3
34																					
35	Ollie	BREWER	1K1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		0
36	Ollie	BREWER		1	x	1	1	1	1	1	1	1	1	1	x	1	1	x	1		3
37																					
38	Kit	MOSELY	1K2	1	1	1	1	1	1	1	x	1	1	1	x	1	1	x	1		3
39	Kit	MOSELY		1	x	1	x	1	1	1	x	x	1	1	x	1	1	x	1		6
40																					
41	Immy	GIBBON	1K2	1	x	1	1	x	1	1	x	1	1	1	1	1	1	x	1		4
42	Immy	GIBBON		1	x	1	1	x	1	1	x	1	1	1	1	1	1	x	x		5
43																					

DUNHURST ICT ALSO SUPPORTS THE 5 'BEDALES DIFFERENCE' AIMS



1. TO DEVELOP INQUISITIVE THINKERS WITH A LOVE OF LEARNING WHO CHERISH INDEPENDENT THOUGHT:

By encouraging an inquiring environment where pupils experiment with novel ICT approaches in order to solve problems.

2. TO ENABLE STUDENTS' TALENTS TO DEVELOP THROUGH DOING AND MAKING:

ICT is an important component of Cross curricular days e.g. Music day involved extensive Internet research as well as printouts of pictures etc. towards the making of large collages. Sound clips were also downloaded to be played in the final assembly Powerpoint presentations.

3. TO FOSTER INDIVIDUALITY AND ENCOURAGE INITIAIVE, CREATIVITY AND THE APPRECIATION OF THE BEAUTIFUL:

By using imagination, self expression and creativity via the use of ICT Graphics software.

4. WE WILL ENABLE STUDENTS AND STAFF TO TAKE PRIDE IN THE COMMUNITY'S DISTINCTIVENESS – TO FEEL VALUED AND NOURISHED BY THE COMMUNITY:

ICT skills are usually involved in 'Pupil led' assemblies and 'Celebration' Assemblies.

5. TO FOSTER INTEREST BEYOND THE SCHOOL – ENGAGING WITH THE LOCAL COMMUNITY AND DEVELOPING AN INTERNATIONAL AWARENESS:

By ensuring that pupils feel confident to explore and develop through the use of new technologies.