

Reference Number: 09/431a/IT

Activity Title: The New ICT Co-ordinator ~ Primary

Purpose: To develop knowledge, skills and expertise in order to manage and promote ICT in Primary schools.

Further Details: The activity will

- enable new co-ordinators to effectively manage, support and promote ICT in Primary schools
- consider how ICT can be used to raise attainment across the curriculum
- consider how to audit, support and monitor cross-curricular use
- promote e-safety
- use the learning platform to promote collaborative and out of school working.

Participants should bring their ICT development plan if possible.

The course stands alone or can be used to develop or complement other courses on ICT Development Planning, and approaches to ICT assessment.

Tutor: Dave Jordan

Target Group: New ICT co-ordinators, teachers seeking promotion to the post of ICT co-ordinator, shadow co-ordinator

Key Stages: 1, 2

Dates, Times, Venue: Tuesday 29th September 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/432a/IT

Activity Title: Desktop Publishing Skills

Purpose: To introduce and develop Microsoft Publisher as a means of combining and organising text and pictures in documents, and to provide accreditation where appropriate.

Further Details: The activity will

- introduce desk top publishing and the advantages over other methods of combining text and graphics in documents
- show how to open, use page set up, save and edit using a range of tools
- show how to use graphics, alignment, replication, text and wrap, produce templates, use gridlines and print
- create personalised greetings cards or certificates and show how to use the Internet to create resources - if time allows
- provide accreditation where appropriate.

This is a basic to intermediate skill course and no previous knowledge will be assumed. Participants should be computer-competent.

Tutor: Dave Jordan

Target Group: Teachers, senior management, heads of department, support staff, teaching assistants

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Wednesday 18th November 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/433a/IT

Activity Title: Advanced PowerPoint

Purpose: To extend use of Microsoft PowerPoint as a presentation tool, and to provide accreditation where appropriate.

Further Details: The activity will

- teach advanced skills in the use of presentation graphics
- extend the skills of those who attended the Introduction to PowerPoint course or are familiar with similar entry-level use.

This is an Advanced course and assumes previous knowledge. It can be an extension to the Introduction course.

Tutor: Dave Jordan

Target Group: Teachers, senior management, heads of department, support staff, teaching assistants

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Thursday 19th November 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/434a/IT

Activity Title: Using the LGfL Podcasting & Video Streaming Service

Purpose: To unlock the potential and demystify the use of podcasting and video across the curriculum in schools.

Further Details: The activity will

- record sound files directly in the LGfL podcast engine
- create voice and music sound files using Audacity (freeware), upload sound files into the LGfL podcast engine
- understand, use and create RSS feeds
- using video files, pathe and other sources of film?, simple editing in Windows Movie Maker
- use LGfL video streaming tool - uploading and embedding clips, use in context of MLE.

Target Group: Teachers and classroom assistants

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue: Tuesday 19th May 2009 9:30am-3:30pm Croydon PDC

Repeat Activity **09/434b/IT**
Wednesday 23rd September 2009 9:30am-3:30pm Croydon PDC

Charges: **Code C** £172.00 (Except for Croydon LEA schools)
Number of sessions 2.0

Activity Organiser: Stephen Schwartz

Reference Number: 09/435a/IT

Activity Title: Making the most of LGfL

Purpose: To make schools aware of resources available on LGfL.

Further Details: The activity will

- address content grid
- address staff and pupil mail MLE - overview and good practice
- address podcasting and video central
- sophos anti-virus
- show how the LGfL Curriculum Consultant can support in school.

Target Group: Teachers and senior management

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue: Tuesday 9th June 2009 9:30am-3:30pm Croydon PDC

Repeat Activity **09/435b/IT**
Wednesday 30th September 2009 9:30am-3:30pm Croydon PDC

Charges: **Code C** £172.00 (Except for Croydon LEA schools)
Number of sessions 2.0

Activity Organiser: Stephen Schwartz

Reference Number: 09/436a/IT

Activity Title: Using Webfronter to create a school website

Purpose: To create a sustainable website using webfronter.

Further Details: The activity will

- build structure
- add pages
- use of pictures and film
- imbedding documents
- maintenance and sustainability strategy.

To add news feeds and calender.

Target Group: Teachers and classroom assistants

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue: Tuesday 7th July 2009 9:30am-3:30pm Croydon PDC

Repeat Activity **09/436b/IT**
Wednesday 7th October 2009 9:30am-3:30pm Croydon PDC

Charges: **Code C** £172.00 (Except for Croydon LEA schools)

Number of sessions 2.0

Activity Organiser: Stephen Schwartz

Reference Number: 09/437a/IT

Activity Title: Secondary ICT Subject Leaders' Network Day

Purpose: To provide a forum for discussion of current national and local issues.

Further Details: The activity will

- provide an opportunity to maintain and update knowledge of current issues and developments in KS3 and KS4 ICT
- provide a forum and share good practice and resources.

Target Group: Subject leaders, 2ic's

Key Stages: 3, 4

Dates, Times, Venue: Tuesday 30th June 2009 9:30am-3:30pm Croydon PDC

Repeat Activity **09/437b/IT**
Thursday 15th October 2009 9:30am-3:30pm Croydon PDC

Repeat Activity **09/437c/IT**
Thursday 11th February 2010 9:30am-3:30pm Croydon PDC

Charges: **Code C** No Charge
Number of sessions 2.0

Activity Organiser: Maggie Brady

Reference Number: 09/438a/IT

Activity Title: ICT Network Meeting

Purpose: To provide a forum for national and local ICT issues.

Further Details: The activity will

- provide opportunities for ICT leaders to share information and views on a range of issues and receive input on Croydon, London MLE National and LGfL initiatives.

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Wednesday 29th April 2009 4:15pm-6:00pm Croydon PDC

Repeat Activity **09/438b/IT**
Wednesday 30th September 2009 4:15pm-6:00pm Croydon PDC

Repeat Activity **09/438c/IT**
Wednesday 3rd February 2010 4:15pm-6:00pm Croydon PDC

Charges: **Code C** £43.00 (Except for Croydon LEA schools)
Number of sessions 0.5

Activity Organiser: Stephen Schwartz

Reference Number: 09/439a/IT

Activity Title: Using the MLE to Promote Communication

Purpose: For teachers to become confident users of the MLE in the promotion of communication.

Further Details: The activity will

- introduce teachers and TA's to a variety of ideas
- show how the MLE might be used by pupils to promote communication, publish work and take part in debate.

Target Group: Teachers and TA's

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Tuesday 23rd June 2009 9:30am-3:30pm Croydon PDC

Charges: **Code C** £172.00 (Except for Croydon LEA schools)
Number of sessions 2.0

Activity Organiser: Stephen Schwartz

Reference Number: 09/440a/IT

Activity Title: Promethean Activprimary Intermediate

Purpose: For teachers and TA's to be confident users of Activprimary.

Further Details: The activity will

- show teachers and TA's how to confidently use Activprimary 3 to create and organise their own teaching resources.

Target Group: Teachers and TA's

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Wednesday 3rd June 2009 9:30am-3:30pm Croydon PDC

Charges: **Code C** £172.00 (Except for Croydon LEA schools)
Number of sessions 2.0

Activity Organiser: Stephen Schwartz

Reference Number: 09/441a/IT

Activity Title: An Introduction to using Activprimary 3 (Promethean)

Purpose: To introduce teachers and TA's to the skills and techniques of using Activprimary 3 on a promethean board.

Further Details: The activity will

- introduce participants to the Activprimary 3 promethean software
- show how to use it to create resources for the primary classroom
- create resources.

Target Group: Teachers and TA's
Key Stages: Foundation, 1, 2
Dates, Times, Venue: Monday 18th May 2009 9:30am-3:30pm Croydon PDC
Charges: **Code C** £172.00 (Except for Croydon LEA schools)
Number of sessions 2.0
Activity Organiser: Stephen Schwartz

Reference Number: 09/442a/IT
Activity Title: SMART IWB Intermediate
Purpose: To take teachers and TA's beyond the basic tools of the SMART BOARD and introduce them to more advanced tools.
Further Details: The activity will

- show how to use the more advanced tools of SMART for use in the context of the primary classroom
- create resources.

Target Group: Teachers and TA's
Key Stages: Foundation, 1, 2
Dates, Times, Venue: Tuesday 19th May 2009 10:00am-3:30pm Croydon PDC
Charges: **Code C** £172.00 (Except for Croydon LEA schools)
Number of sessions 2.0
Activity Organiser: Stephen Schwartz

Reference Number: 09/443a/IT
Activity Title: An Introduction to Using SMART Interactive Whiteboards
Purpose: To introduce teachers and TA's to the skills and techniques of using a SMART Board.
Further Details: The activity will

- show how to use a SMART board, as well as simple trouble-shooting solutions
- introduce SMART tools and techniques in the context of ideas for use in the primary classroom
- create resources.

Target Group: Teachers and TA's
Key Stages: Foundation, 1, 2
Dates, Times, Venue: Thursday 7th May 2009 10:00am-3:30pm Croydon PDC
Charges: **Code C** £172.00 (Except for Croydon LEA schools)
Number of sessions 2.0
Activity Organiser: Stephen Schwartz

Reference Number: 09/378a/EM

Activity Title: Developing ICT Resources for EAL pupils

Purpose: To explore and utilise ICT software that will enhance the support for EAL pupils

Further Details: The activity will

- look at creative ways of using ICT
- develop your skills and confidence in utilising software and websites
- enable you to produce resources that can be integrated into your teaching practice
- increase your awareness of resources and materials that reflect the linguistic and cultural diversity within your school setting

Target Group: Foundation and KS1 staff

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Thursday 18th March 2010 9:30am-12:30pm Croydon PDC

Charges: **Code C** £86.00 (Except for Croydon LEA schools)
Number of sessions 1.0

Activity Organiser: Nalini Wood

Reference Number: 09/821a/SS

Activity Title: ICT Introductory Course for Teaching Assistants

Purpose: To give opportunities for TAs in ICT who have NOT previously attended ICT courses.

Further Details: The activity will

- look at the language of ICT and the skills required
- provide opportunity for hands-on experiences.

This activity will be tutored by Dave Jordan.

Target Group: Teaching assistants and classroom support staff

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Thursday 4th June 2009 9:30am-12:30pm Croydon PDC
Thursday 11th June 2009 9:30am-3:30pm

Charges: **Code B** £258.00
Number of sessions 3.0

Activity Organiser: Head of CPD

Reference Number: 09/822a/SS

Activity Title: ICT Intermediate Course for Teaching Assistants

Purpose: To give opportunities to Teaching Assistants to develop their ICT skills.

Further Details: The activity will

- develop skills and understanding of TAs in a range of subjects
- extend the range of support strategies in curriculum subjects
- examine common programs for ICT.

Applicants should have attended a previous or introductory course, or have developed some initial ICT experience (Window Box/Office etc).

This activity will be tutored by Dave Jordan.

Target Group: Teaching assistants and classroom support staff

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Tuesday 6th October 2009 9:30am-12:30pm Croydon PDC
Tuesday 13th October 2009 9:30am-3:30pm

Charges: **Code B** £258.00
Number of sessions 3.0

Activity Organiser: Head of CPD

Reference Number: 09/823a/SS

Activity Title: ICT Advanced Course for Teaching Assistants

Purpose: To build on skills already mastered to facilitate the development of support materials for pupils.

Further Details: The activity will

- develop levels of personal skill in word processing, desk top publishing and data work
- demonstrate how to create frameworks to support literacy and numeracy.

Important: Participants must have completed the intermediate course or be very familiar with the range of programmes on Window Box/Office.

This activity will be tutored by Dave Jordan.

Target Group: Teaching assistants and classroom support staff

Key Stages: 1, 2

Dates, Times, Venue: Wednesday 20th January 2010 9:30am-12:30pm Croydon PDC
Wednesday 27th January 2010 9:30am-3:30pm

Charges: **Code B** £258.00
Number of sessions 3.0

Activity Organiser: Head of CPD

Reference Number: 09/825a/SS

Activity Title: Interactive Whiteboards - Build Your Confidence

Purpose: To gain knowledge, understanding and skills to use Interactive Whiteboards effectively in the classroom.

Further Details: The activity will

- develop skills in the practical use of an Interactive Whiteboard
- open up and provide links to a range of useful online resources
- increase confidence in the use of ICT.

These two sessions will be led by Louise Wade - Camden and Lambeth CLC.

Target Group: Support staff, especially teaching assistants, HLTAs and cover supervisors

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue: Wednesday 17th June 2009 9:30am-12:30pm Croydon PDC
Wednesday 24th June 2009 9:30am-12:30pm

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD
