



Department for Children and Young People

To Head teachers of all Primary, Infant and Junior Schools

Date: 9<sup>th</sup> July 2008

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Dear Head teacher,

The purpose of this letter is to circulate the annual ICT audit tools for your information. Following consultation with the Primary ICT and Learning group these are being circulated in advance of the summer term break in order to give you time to plan out how these might best be used to support your school processes for self-evaluation and monitoring. Use of audit tools enables schools to demonstrate year on year improvement and to compare their own figures against those for the rest of the local authority and, through the Becta annual review information, against schools nationally. There are a number of tools available for you to use and the purposes for these are summarised below.

The **Curriculum ICT Audit** provides a self-evaluation tool for schools which has is linked to the eight elements of the Becta self-review framework. Done annually, the curriculum audit supports schools with demonstrating improved year on year provision for ICT. This audit is returned to enable the Advisory ICT team to identify schools which may require additional support which could include a centrally funded ICT curriculum review. This audit also includes information required to monitor the effectiveness of the e-education strategy which will be returned to Harry Langston.

The **Teacher ICT Skills Audit** is a self-evaluation tool enabling teachers to identify areas where they require staff development in ICT and areas in which they may be sufficiently confident to provide support to other colleagues within the school. The skills audit has been linked to the self-review framework. It can be used to identify areas where staff development is required at whole school, group and individual level and to plan effective staff development opportunities which link directly to these needs and also utilise staff strengths. Completed annually, the audit tool will enable schools to demonstrate year on year improvement in teacher skills. This will also provide evidence to support schools who are working towards the ICT mark. Provision for training has been made in the School Development Grant.

The **Teaching Assistant ICT Skills Audit** has been developed in response to requests from schools as a self-evaluation tool to enable teaching assistants to identify their areas of

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strength and areas for development. It can be used, as with the teacher audit, to identify and plan for professional developments needs of teaching assistants at a group and individual level.

The **Skills Audit Summary** has been provided to support schools with analysing their whole school training needs for ICT in order to plan for future professional development. We will also use this summary form to support us in identifying schools that might benefit from Advanced Skills and Leading Practitioner support and to plan future training opportunities for schools.

As we are moving towards using Merlin in September the audits will not be made available on the portal this year.

### **Suggested School Actions**

- Complete the Curriculum ICT Audit and **return by 21<sup>st</sup> July 2008**
- Provide time for staff to complete this skills audit or your own school audit if you use a different audit tool
- Use the summary skills audit to collate your whole school ICT development needs. Please **return this by 26<sup>th</sup> September 2008** (this is to enable you to complete this in September if you are anticipating staff changes). Please do not return the individual staff audits; these are for school use only.
- Use the collated responses of the staff skills audit to inform your professional development plan for ICT
- Compare 08/09 audit information with 07/08 to identify areas where the school has made significant progress and areas where you may need to make additional progress.

In October 2008 the summary curriculum and staff audit figures will be analysed and benchmarking data for South Gloucestershire primary schools will be published on the ICT web site.

Many thanks for your support and I hope you find these tools useful.

Yours sincerely



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**Teaching and Learning Adviser (ICT)**  
**Learning and Schools Effectiveness Service**