

Sutton ICT in Education

2006-07 edition – consultation period 14 July to 22 Sept 06

ICT Education Strategic Plan 2006-07



**Children,
Young People
and Learning
Services**



INVESTOR IN PEOPLE



Sutton

Introduction

Sutton Information and Communication Technology (ICT) is focusing on how ICT increasingly plays a fundamental role in education. It is about developing the local implementation strategies that promote ICT's potential to improve the standards achieved across the curriculum, to facilitate inclusion, to improve the management of schools and the delivery of LA services.

To that end Sutton ICT encompasses three major overarching strands of change and innovation as its strategy :-

- The implementation of ICT developments in schools, in particular the teaching and learning of ICT through the National 'ICT in Schools' initiative.
- The LA's contribution to Sutton Council's e-Government strategy.
- The need to continually improve ICT capacity and services available within the LA to maintain high efficiency and effectiveness, as well as the improvements to school administration and communication.

In completing and updating the Sutton ICT in Education Strategic Plan, the Sutton ICT Team gratefully acknowledge the following sources used in preparing this document for Sutton LA –

Towards a Unified e-Learning Strategy, DfES;
Transforming teaching and Learning through ICT in Schools, DfES;
Implementing ICT, Becta;
ICT Self Evaluation Framework, Becta
ICT Mark, Becta and Naace;
Sutton LA Education Improvement Plan 2006-07;
The Primary and Secondary Strategies;
Key Stage 3 Framework for Teaching ICT Capability and ICTAC Management DfES.

Harnessing Technology: Transforming Learning and Children's Services, DfES, which is the Government five year national plan for ICT is the most up to date influence on the strategic thinking of the LA and have been fully integrated into the LA planning over this 05-06 planning period for the ICT Strategic Plan 2006-07.

All comments on the strategy are appreciated and should be communicated to Ian Smith General Inspector for ICT at Sutton's Learning Services – Advice and Inspection Service.

E-mail: ian.smith@sutton.gov.uk
Postal address: Children, Young People and Learning Services (CYPLS), The Grove, Carshalton, Sutton, Surrey, SM5 3AL

Contents List

	Page
Introduction	1
Contents list	2
Director's statement	3
Sutton vision statement	4
How the ICT team work to provide continuous improvement	6
Objectives, strategies and targets	7
The ICT projects for 2006	8
Education Improvement Plan ICT activities	17
A 9 : Improving the quality of ICT resources in the curriculum and improve the use of ICT for communication, management and administration.	
A10. Developing the use of ICT to enhance teaching and raising standards of achievement in ICT	
How the ICT activities relate to the vision	21
Monitoring and evaluation	22
Associated ICT documents	23

Director's Statement

Information and Communications Technology (ICT) has enormous transforming power. It has already radically altered the world in which we live, and will continue to do so throughout the 21st Century. We already take much of it for granted. It is found in everyday domestic machines of all kinds from video and DVD players to cookers and washing machines, it has transformed banking, it is at the heart of timekeeping, forecasting and control technology, it is central to the mobile phone and other telephony, and without it, much of everyday life would be very different. For this reason alone it deserves to be taken very seriously indeed by our education system.

But ICT is not only something to learn about: it is something to learn with. ICT has the power to transform the way we learn. It offers access to vast areas of information; it allows information to be presented in a variety of ways at the touch of a button; it offers greater scope for structured experimentation and exploration; it opens up the world of communication; and it provides extended access to those who most need it. It also affects what we learn, allowing more time to focus on what things mean and their appropriateness rather the hitherto time-consuming process of their production.

For all these reasons, ICT matters greatly, and this Strategic Plan sets out how we intend to build on our already impressive developments in this area. It sets out our guiding principles and the objectives, and the actions we intend to take over the next four years to make them a reality.

It is an important document that will help to drive and shape education here in Sutton at all levels of activity.

Ian Birnbaum
Strategic Director
CYPLS



Sutton Vision Statement for ICT in Schools

Over the last decade there has been a very significant investment in ICT in Sutton schools through the National Grid for Learning Programme. In Sutton, all schools have been connected to the Internet for over three years and the average number of computers in schools for teaching and learning has more than doubled in that time. The vast majority of schools in Sutton are beginning to exploit the potential of ICT to enhance teaching and learning and to modernise the way in which schools are run and organised.

In Sutton LA we believe it is important that over the next few years:

- every school understands how important it really is to make excellent use of their ICT resources and electronic services for teaching and learning and for whole-school improvement;
- the expectations of what this might mean in terms of outcomes at institutional and personal levels are high;
- there is a need for a sharper focus on the teaching and curriculum of ICT;
- ICT makes a significant contribution to teaching and learning across all subjects and ages, inside and outside the curriculum;
- ICT should be used more to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and/or disabilities;
- ICT is used as a tool for whole-school improvement;
- ICT is used as a means of enabling learning to take place more easily beyond the bounds of the formal school organisation and outside the school day – and of enhancing the quality of such experiences; and
- ICT capabilities are developed as key skills essential for participation in today's society and economy.

Sutton LA believes that ICT is an important integral element of every school's development and a crucial aspect of its own improvement. The influence that ICT can have on all aspects of management is believed to be highly significant in terms of productivity and within the curriculum it is a hugely powerful medium for transforming teaching and learning. The local education agenda, published in the EIP, includes ICT as a strong central development. It is seen as a key to continuous improvement and innovation in support of Sutton's high levels of excellence and commitment to inclusion.

Sutton ICT in Education

There are ten key features of an e-confident school or LA, that underpin the visionary statement as principles leading Sutton. The key ICT features and principles of the Sutton LA ICT Strategy are that schools should have:

1. High ICT levels of staff confidence, competence and leadership
2. Highly developed teaching, learning and assessment, integrating effective use of ICT
3. ICT Leadership and management are distributed through out the school and concurrent learning is promoted through ICT
4. Effective applications of ICT within organisational and management processes
5. Coherent personal ICT learning development, support and access – for all
6. Secure ICT informed professional judgement
7. Appropriate ICT resource allocation to ensure sustainable development
8. ICT availability, access and technical support that are appropriate for need and development
9. Pupils, students and staff with high ICT capability levels
10. Promoted themselves as the lead community learning and information hub.

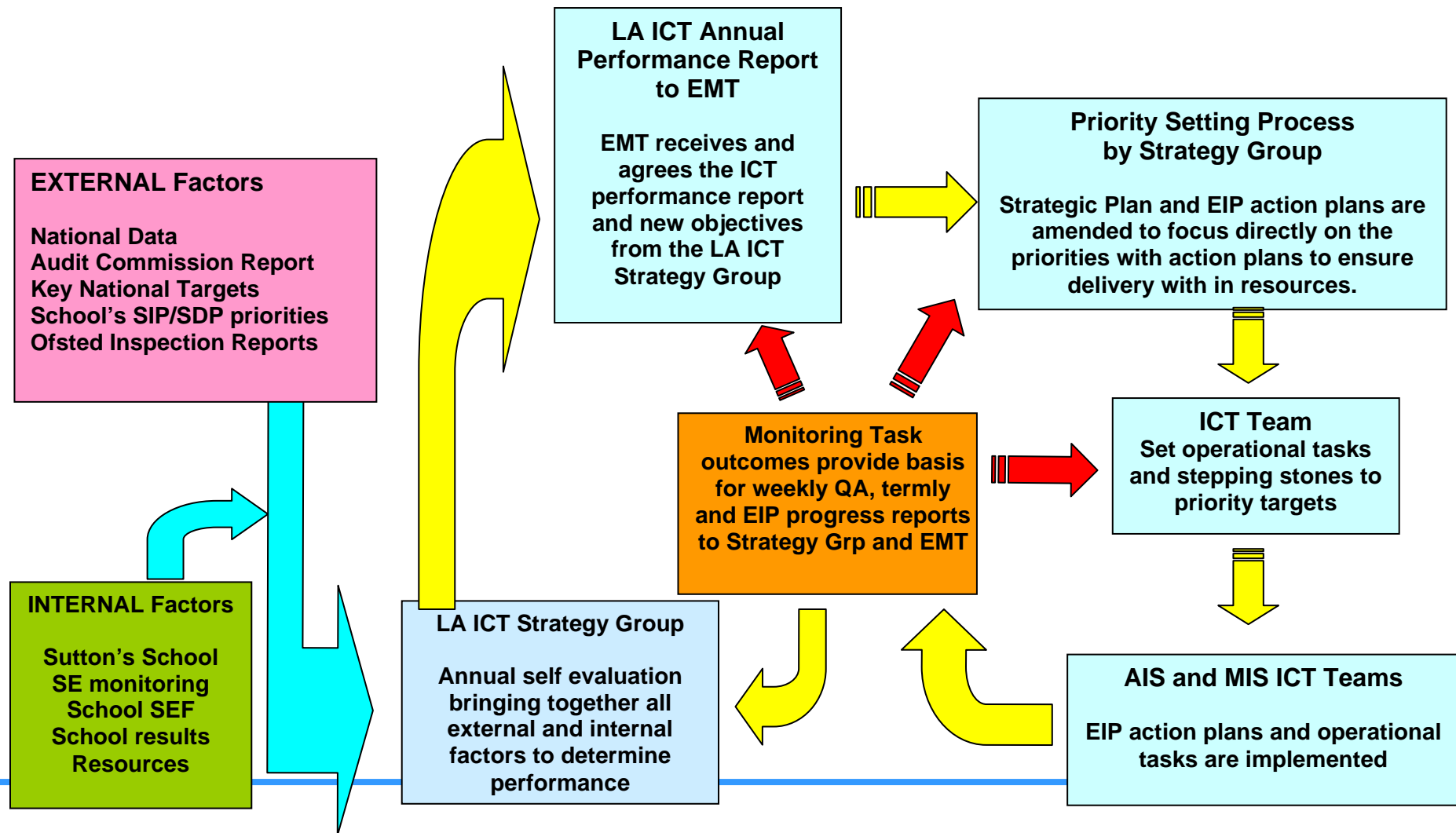
Sutton LA agrees with the national agenda that ICT is a key integral element of school development that can free up time and energy to help remodel the school team and enable efficient knowledge management to take place with in the school. ICT can support knowledge transfer between schools and outreach to parents and the community, as well as being a hugely powerful medium for transforming teaching and learning.

Sutton LA is committed to this vision statement that promotes the highest levels of development through the ICT Strategic Plan and also committed to the educational direction that this document outlines. The vision will be delivered through the objectives and targets set out in the strategic planning.



Sutton ICT in Education

How the ICT team work to provide continuous improvement



Objectives, Strategies and Targets

The following objectives and associated strategies form the medium term core of the ICT plan. It is not anticipated that the objectives will change significantly in the short term. The associated strategies will change and become more challenging as improvement takes place.

1. To raise standards of achievement in ICT in all Sutton schools

Target: All pupil standards to average core levels in all schools by 2007

Strategy 1.1 Ensure the National Curriculum requirements for ICT are met

Strategy 1.2 Improve the quality of ICT leadership and management

Strategy 1.3 Improve the quality of ICT learning and teaching

2. To improve the quality of teaching and learning across the curriculum in all schools through the appropriate use of ICT

Target: National Curriculum requirements are met in all schools by 2007

Strategy 2.1 Ensure NC requirements for ICT in other subjects are met - ICTAC

Strategy 2.2 Ensure all teachers are competent users of ICT in their roles - ICTAC

Strategy 2.3 Promote the use of new technologies to enhance teaching and learning

3. To improve access to high quality ICT resources for all

Target: Annual national averages are continually monitored and 50% met

Strategy 3.1 Improve access to ICT for all

Strategy 3.2 Improve access to Internet Resources

4. To improve the use of ICT for communication, administration and the management of information across the LA

Target: e-Government targets met by 2007

Strategy 4.1 Develop the LA Intranet as a tool for gathering, organising and accessing information for all

Strategy 4.2 Develop initiatives in addressing e-Government targets

Strategy 4.3 Develop e-LF strategies for future funding and development of ICT

These objectives and associated strategies will be best understood in detail through the range of projects that follow. All the projects are delivered through the Sutton Education Improvement Plan Activities that are updated annually to meet local and national targets. The following section sets out the projects in a simple and coherent style.



The ICT Projects for 2006 to 2009

The following are the specific projects that have been designed to achieve the strategies and targets. In the charts below the projects are listed and broken down into the key steps that outline the major steps and significant development.

Projects	Key Steps
<p>School ICT Profile</p> <p>In the longer term this project aims to establish an online database to organise information about how schools are using ICT.</p>	<p>Existing data, including Sutton category, Ofsted report grade and relevant ICT data entered on paper based file</p> <p>Deployment of LA resources is transparent through profile analysis</p> <p>LA officers able to use the database to answer questions from DfES, Ofsted, London Challenge, BECTA etc.</p> <p>Develop recording systems from school visits by all AIS staff</p> <p>Design of core database structure agreed</p> <p>Schools able to use the database to find examples of good practice or link with schools with similar needs/aims.</p> <p>Schools able to use the database to record self-evaluation data.</p>
<p>School ICT Self-Evaluation Support</p> <p>This project aims to provide support for school self-evaluation of ICT attainment, provision and leadership and management.</p>	<p>All schools where ICT is a key issue visited</p> <p>Data from visits added to ICT profile database.</p> <p>Programme of self-evaluation extended to all schools requesting it.</p> <p>Support schools with the national ICT school self evaluation framework working towards the ICT Mark – National level evaluation for ICT e.g. Success criterion –</p>

Sutton ICT in Education

	<p>schools on ICT SNS and PNS Target schools (ie SNS supported schools, PNS ASIP, Phase5 and Profile schools) programme start to engage with ICT Mark</p>
<p>ICT Leadership and Management Development</p> <p>This project aims to provide guidance and support on ICT school development</p> <p>Establish an agreed set of data to include in the ICT profile database.</p> <p>How new and emerging technologies can be used to enhance teaching and learning</p> <p>The ICT strategies and projects being employed in Sutton</p>	<p>Guidance in ICT Development Planning process provided</p> <p>Use of Primary consultant leader for ICT</p> <p>Schools add summary information to ICT profile database.</p> <p>Establish a sustainable system for ICT development planning across the LA, ensuring appropriate representation and involvement of all groups</p> <p>Use of SLICT courses to support heads</p> <p>Communicate the ICT strategy effectively to all school staff, parents, LA officers and the wider local community</p> <p>Provide guidance on LGfL</p>
<p>Assessment in ICT</p> <p>This project aims to help teachers to develop confidence in assessing levels of ICT capability, by providing support in individual schools and arranging moderation and levelling activities within Sutton and with Kingston and Merton LAs</p>	<p>All target schools maintain a portfolio of work exemplifying levels of attainment in particular areas of the programme of Study</p> <p>Examples of work exemplifying levels are posted on the LGfL</p> <p>Levelling activities are undertaken</p> <p>A cross LA Assessment conference is held each year, target schools have a special invitation</p>
<p>Implement the Secondary National Strategy ICT strand</p>	<p>Provide support and training inline with requirements of the Strategy</p> <p>Provide consultancy support to help schools to implement the strategy in terms of teaching, learning and curricular entitlement.</p>

Sutton ICT in Education

	<p>Manage the implementation of the strategy and monitor progress in schools</p> <p>Support schools implementation of the KS3 Test for ICT</p> <p>Monitor the use of ICT in schools to inform the Sutton School Profile</p> <p>ICT Network meetings for ICTAC co-ordinators, heads of department and teachers of ICT</p> <p>Support schools with their implementation of ICT Across the Curriculum KS3 package</p>
<p>Hands On Support for Teaching and Learning with ICT</p> <p>The aim of this project is to establish a register of hands-on support providers made up largely of practising teachers.</p>	<p>Schools consulted and principles agreed</p> <p>Data required and administrative processes established</p> <p>Potential teachers identified and support meetings structure established</p> <p>The register established and made available to schools online.</p> <p>Ensure providers cover the use of ICT in all subjects and phases</p> <p>Monitor and evaluate the effectiveness of support provided</p> <p>Training provided for HOS providers</p>
<p>EDCL Basic Skills Development</p> <p>Opportunities for teachers, school and LA staff to develop basic skills in ICT</p>	<p>Provide access to EDCL online tutorials</p> <p>Provide online assessment facilities</p> <p>Establish ECDL accreditation for LA centre and schools</p> <p>Training teachers as trainers</p> <p>Raise awareness of EDCL in schools and LA</p>

Sutton ICT in Education

<p>Implement the National Primary Strategy</p> <p>This project aims to support schools in embedding ICT in teaching and learning</p>	<p>Provide training and support for LA staff to embed ICT in their own practice.</p> <p>Develop the National Whiteboard Network and Interactive Whiteboard user group to share and cascade good practice</p> <p>ICT Network meetings for co-ordinators and teachers of ICT</p> <p>Provide training for Headteachers, Deputies, ICT co-ordinators and subject coordinators in line with the primary strategy</p> <p>Monitor the use of ICT in schools to inform the Sutton School Profile</p> <p>ICT Support Work Pattern in the targeted schools - Ensure that after planning with HT, working with staff, workshops delivered etc. a review is undertaken resulting in a report that highlights progress and barriers to progress. This should highlight areas for further support. Priorities drawn from - Embedding ICT, PNS Evaluation</p>
<p>Primary Curriculum Computer System Phase 5</p> <p>This project aims to redesign the network system provided to all primary, infant and junior schools ensuring the user interface is related to the user and can be simply controlled by the class teacher</p>	<p>Update system design and evaluate with headteachers and ICT coordinators</p> <p>Trial new system in school</p> <p>Phased roll out of new system to all schools</p> <p>Provide demonstration and consultancy prior to installation</p> <p>Provide training for staff immediately after installation</p>
<p>Implement Video Conferencing for schools</p>	<p>Trial system on corporate network</p> <p>Trial system on school test network</p>

Sutton ICT in Education

	<p>Obtain curriculum materials</p> <p>Pilot use of Video conferencing in a sample of schools</p> <p>Make equipment packages available to schools</p> <p>Formally Launch Video Conferencing Summer 2006</p>
<p>eLearning: Developing Online Learning</p> <p>The aim of this project is to develop the use of the LGfL as a sustainable managed learning environment for schools</p>	<p>All schools activate their user accounts for staff and pupils</p> <p>All schools have systems in place to maintain their web presence</p> <p>All users link their LGfL accounts to their Suttonlea.org webmail to allow pan London communication</p> <p>A database of links is established enabling all schools to add links to examples of good practice and learning resources</p> <p>All schools receive training and support in line with need to enable them to publish examples of good practice and learning resources</p>
<p>Implement additional on-line services via the Intranet, to further e-communications</p>	<p>Identify suitable tasks for developing further</p> <p>Consult with schools on requirements develop software and install on Intranet</p> <p>On-going developments</p>



Sutton ICT in Education

<p>AIS ICT Development</p> <p>Enabling AIS staff to promote the use of ICT in their EIP Activities</p> <p>Improving effectiveness of AIS staff through their use of ICT</p>	<p>ICT planning for each EIP activity – “LAS should ensure that all those who work with schools in an advisory, support or monitoring capacity are aware of the potential impact of ICT on teaching and learning in their area of expertise and in administration...”</p> <p>“Ensure that ICT is considered as an integral part of system-wide development on issues of school leadership and management, teaching and learning, curriculum and assessment.”</p> <p>Embedding page 4</p> <p>How do we use ICT to support our productivity?</p> <p>How do we develop effective use of ICT in schools through our work?</p> <p>IT management for AIS Eg content management for AIS</p>
<p>MIS ICT Development</p> <p>Develop the concept and integration for a Single Child Record within Sutton</p>	<p>Identify the key activities</p> <p>Identify the organisational links</p> <p>Identify the prime source(s) of a single child record</p> <p>Identify which council services and external agencies require to use that information</p> <p>Identify existing and new ICT systems that need to share a single child record</p> <p>Identify how information is held to remove duplication and ensure a single child record focus is maintained</p> <p>Identify individual projects that need to be undertaken over the next 2 years</p>

Sutton ICT in Education

<p>Centralisation of School Administration Networks in the Primary sector</p>	<p>Discuss requirements with schools</p> <p>Pilot the proposed solution in 1 school</p> <p>Develop a core Central Administration facility</p> <p>Phased migration of schools to the new service starting in summer 2006</p>
<p>Remote Access to Central Administration services in the Primary sector</p>	<p>Remove admin server and connect school to the Central Admin Service</p> <p>Create user accounts and train staff</p> <p>Launch service in summer 2006</p>
<p>Develop alternative cost effective SWAN2 solutions for non-school sites</p>	<p>Identify appropriate solutions maintaining full functionality of existing SWAN services</p> <p>Migrate sites to new service during 2006/7</p>
<p>Implement fully managed and centrally monitored CCTV solutions for schools</p>	<p>Discuss available facilities and services with borough CCTV provider and Sutton's Police Partnership group</p> <p>Discuss requirements with schools</p> <p>Survey sample schools to identify a standard pricing structure</p> <p>Implement in sample schools during 2006</p>
<p>Investigate the benefits of providing an IP Telephony solution that could be integrated within existing school networks</p>	<p>Discuss suitable solutions with existing Telephony providers.</p> <p>Discuss requirements with schools</p> <p>Cost-justify the proposed solution</p> <p>Implement IP Telephony within the LA</p> <p>Implement IP Telephony in participating schools</p>



Projects Matched to Strategies

Projects / Strategies	1.1 Ensure the NC requirements for ICT are met	1.2 Improve the quality of ICT leadership & management	1.3 Improve the quality of ICT teaching and learning	2.1 Ensure NC requirements for ICT in other subjects are met - ICTAC	2.2 Ensure all teachers are competent users of ICT in their role - ICTAC	2.3 Promote the use of new technologies to enhance teaching and learning	3.1 Improve access to ICT for all	3.2 Improve internet resources	4.1 Develop the LA Intranet as a tool accessing information for all	4.2 Develop initiatives to meet e-Government targets	4.3 Developing e-LF inclusive strategies
School ICT Profile		✓									
School ICT Self-Evaluation Support		✓									
ICT Leadership and Management Development		✓									
ICT Awareness Raising		✓		✓		✓					
Assessment in ICT		✓	✓		✓						
Hands-On Support			✓	✓	✓						
Secondary National ICT Strategy	✓			✓	✓						
National Primary ICT Strategy	✓			✓	✓						
Primary Curriculum Computer System - Phase 5						✓	✓				
Implement Video Conferencing schools					✓	✓					
e-Learning						✓		✓			✓
On-line services									✓	✓	
AIS ICT Development		✓									
MIS ICT Development		✓									

Sutton ICT in Education

Projects / Strategies	1.1 Ensure the NC requirements for ICT are met	1.2 Improve the quality of ICT leadership & management	1.3 Improve the quality of ICT teaching and learning	2.1 Ensure NC requirements for ICT in other subjects are met - ICTAC	2.2 Ensure all teachers are competent users of ICT in their role - ICTAC	2.3 Promote the use of new technologies to enhance teaching and learning	3.1 Improve access to ICT for all	3.2 Improve internet resources	4.1 Develop the LA Intranet as a tool accessing information for all	4.2 Develop initiatives to meet e-Government targets	4.3 Developing e-LF inclusive strategies
Develop the concept and integration for a Single Child Record within Sutton										✓	
Centralisation of School Administration Networks in the Primary sector							✓				
Remote Access to Central Administration services in the Primary sector							✓				
Develop alternative cost effective SWAN2 solutions for non-school sites									✓		
Implement fully managed and centrally monitored CCTV solutions for schools									✓		
Investigate the benefits of providing an IP Telephony solution that could be integrated within existing school networks									✓		

There is complete consistency between the 3 to 5 year on-going ICT projects described in this strategic plan and the activities included in the annual Sutton EIP. For the more detailed EIP activities, they are a one year part of each projects and have be presented in the form of one year's work 2006 – 2007 for AIS and MIS staff. The EIP Activities are the next section in this document.

ICT Activities for Sutton Education Improvement Plan (EIP)

Tasks for AIS and MIS ICT teams for the academic year 2006 – 07

The following activities are the annual tasks that deliver the projects and associated targets for the ICT Strategic Plan. The Sutton Education Improvement Plan Activities are updated annually and are the short term action plans. The following section sets out these EIP Activities for 2006 to 2007.

Activity Title:	A 9 : Improving the quality of ICT resources in the curriculum and improve the use of ICT for communication, management and administration	
Lead Officers:	Business Systems Manager for MIS, Adviser for ICT and Inspector for ICT	
Target groups:	Headteachers, ICT Heads of Department, ICT Co-ordinators, Schools SMT, Network Managers, Bursars, Admin Officers	
Programme Activity	Officers Involved	By
ICT Management Targets Establish a sustainable system for LA ICT development planning Complete the targets for the year	Gary Shambrook. Nick Mitchell, Ian Smith,	March 2007
Primary Curriculum Computer System Phase 5 Phased roll out of new system to all schools Ensure 100% compliance with agreed QA procedures Provide demonstration and consultancy prior to installation Provide training for staff immediately after installation	Gary Shambrook. Nick Mitchell, Ian Smith,	March 2007
Implement alternative Broadband Communications to non-school sites via SWAN Lite. Identify alternative solution. Project plan implementation to affected sites.	Gary Shambrook. Nick Mitchell, Ian Smith,	March 2007
Administer National 'ICT in Schools' initiatives. Advice for Primary schools provided on useability, functionality and technical support on-going.	Gary Shambrook. Nick Mitchell, Ian Smith,	March 2007
Implement Video Conferencing for schools Implement proposed solution in a test environment. Pilot with selected schools Make equipment packages available to schools Launch service	Gary Shambrook. Nick Mitchell, Ian Smith,	March 2007
Develop the concept and systems integration for a Single Child Record Identify key activities, organisational links, prime sources of children's information, which council services and external agencies require specific information. Identify existing and any new ICT systems that will need to share this information. Identify how information is held to remove duplication. Identify specific projects for onward development.	Gary Shambrook. Nick Mitchell, Ian Smith,	March 2007
Continually monitor and appraise new technology and developments within IT to improve services to schools	Gary Shambrook. Nick Mitchell,	March 2007

Sutton ICT in Education

<p>and the LA alike</p> <p>Centralise IT administration services, reducing the need for high spec. equipment on site in schools, reducing disruption for upgrading software and enabling flexible working.</p> <p>Develop remote access to Central administration services for school staff. Enabling mobile working, including cross-network access and home working.</p> <p>Develop the use of CCTV in schools, providing a fully maintained and monitored service linked directly into Sutton's Police CCTV monitoring service.</p> <p>Research developments in Wireless Technology.</p> <p>Continue to develop the role of the Dedicated on-site Technical ICT support service to improve ICT support and assist schools in addressing the Workform Remodelling Agenda.</p> <p>Explore the benefits of implementing IP Telephony for schools.</p> <p>Explore additional funding opportunities to assist schools in future procurement of ICT equipment.</p>	<p>Ian Smith,</p>	
<p>Success Criteria</p> <p>Complete the management targets for the year – QA Becta procedures & EIP activities</p> <p>Video conferencing service launched</p> <p>100% Positive evaluations from Primary curriculum network roll out</p> <p>QA procedures complied with 100% by MIS and AIS ICT staff</p>		
<p>Monitor Procedures</p> <p>Inspector for ICT to monitor progress of plan through all involve in the plan</p> <p>Business Systems Manager for MIS and ICT Adviser to complete termly AIS progress reports on progress to Inspector for ICT.</p> <p>All reports are evaluated at the LA ICT Strategic Group meetings and reported on to EMT</p> <p>ICT monitored across the curriculum through school visits and recorded in school profile</p>		



Sutton ICT in Education

Activity Title:	A10. Developing the use of ICT to enhance teaching and raising standards of achievement in ICT		
Lead Officers:	Inspector for ICT and Adviser for ICT		
Target groups:	Teachers, subject managers, Schools SMT and Headteachers		
Programme Activity	Officers Involved	By	
ICT Leadership and Management Development Provide guidance in ICT Development Planning process provided Use Primary consultant leader for ICT Add summary information to ICT profile database. Use SLICT courses to support heads Communicate the ICT strategy effectively Provide guidance on LGfL	Nick Mitchell, Ian Smith,	March 2007	
School ICT Profile Develop recording systems from school visits by all AIS staff Develop database structure	Nick Mitchell, Ian Smith,	March 2007	
School Self-Evaluation Support Support schools with the national review and evaluation scheme ICT Mark Data from visits added to ICT profile database.	Nick Mitchell, Ian Smith,	March 2007	
Assessment in ICT Support target schools in developing a portfolio of work exemplifying levels of attainment in particular areas of the programme of Study Post examples of work exemplifying levels on the LGfL Provide Levelling activities Organise a cross LA Assessment conference Support all KS3 schools to pilot test	Nick Mitchell, Ian Smith,	March 2007	
Hand-On Support Manage the HOS programme Ensure the range of providers covers the use of ICT in all subjects and phases. Provide support for providers Monitor and evaluate the effectiveness of support provided	Nick Mitchell, Ian Smith,	March 2007	
Implement the ICT strand of the Secondary National Strategy Provide training inline with requirements of the Strategy Provide consultancy support to help schools to implement the strategy in terms of teaching, learning and curricular entitlement. Manage the implementation of the strategy and monitor progress in schools Support schools implementation of the KS3 Test for ICT Support schools with their implement of ICT Across the Curriculum KS3 package Facilitate ICT Network meetings for heads of department and teachers of ICT	Ian Smith, and Ebbio plc	March 2007	



Sutton ICT in Education

<p>Implement the National Primary Strategy Provide training and support for LEA staff to embed ICT in their own practice. Ensure Sutton's membership of the National Whiteboard Network Develop Interactive Whiteboard user group Provide training for Headteachers and subject leaders in line with the primary strategy Monitor the use of ICT in subjects through ICT Mark Facilitate ICT Network meetings for heads of department and teachers of ICT</p>	<p>Nick Mitchell, Ian Smith, and associate Headteacher</p>	<p>March 2007</p>
<p>Primary Curriculum Computer System Phase 5 Phased roll out of new system to all schools Provide demonstration and consultancy prior to installation Provide training for staff immediately after installation</p>	<p>Nick Mitchell, Ian Smith,</p>	<p>March 2007</p>
<p>Implement Video Conferencing for schools Trial with selected schools Develop the use across the curriculum</p>	<p>Nick Mitchell, Ian Smith,</p>	<p>March 2007</p>
<p>eLearning: Developing Online Learning Establish a database of links enabling all schools to add examples of good practice and learning resources Provide training and support to enable schools to publish examples of good practice and learning resources</p>	<p>Nick Mitchell, Ian Smith,</p>	<p>March 2007</p>
<p>AIS ICT Development Supporting other EIP activities or colleagues Raising awareness of IT management for AIS QA development</p>	<p>Nick Mitchell, Ian Smith,</p>	<p>March 2007</p>
<p>Success Criteria All schools where ICT is a key issue have an action plan which is completed in the year and the improvement measured. Schools maintain a portfolio of work exemplifying levels of attainment HOS is being used and monitoring is reported. Schools and LA meet their targets. The ICTAC criteria are achieved by the schools There is school evidence that ICT in T & L is being developed. Primary schools on the Phase 5 programme have 90% evaluations good EIP activities have ICT aspects to their development An e-learning database of links is established Launch Video Conferencing service Sept 2006</p>		
<p>Monitoring Procedures Inspector for ICT to monitor progress of plan through all involve in the plan ICT Adviser and consultants to complete termly AIS progress reports on progress, to Inspector for ICT. All reports are evaluated at the LA ICT Strategic Group meetings and reported on to EMT ICT subject monitored in school visits and recorded in school profile</p>		

Sutton ICT in Education

How the Vision, Objectives, Strategies, Projects and EIP Activities relate to each other

Vision statements	Objectives	Strategies	Projects	EIP Activities
ICT capabilities are developed as key skills essential for participation in today's society and economy.	1. To raise standards of achievement and attainment in ICT in all Sutton schools	1.1 Ensure the National Curriculum requirements for ICT are met 1.2 Leadership and management 1.3 Improve the quality of ICT learning and teaching	Primary and Secondary National Strategies	Provide support to schools to implement the strategy. Monitor progress through ICT Mark
The expectation of what this might mean in terms of outcomes at institutional and personal levels are high;			School ICT Profile	Develop recording systems from school visits by all AIS staff Develop database structure
There is a need for a sharper focus on the teaching and curriculum of ICT;			School ICT Self-Evaluation Support	Support schools with the national review and evaluation scheme ICT Mark Data from visits added to ICT profile database.
ICT is used to improve access to learning for pupils with a diverse range of individual needs, including those with SEN and disabilities;			ICT Leadership and Management Development	Use Primary consultant leader for ICT Use SLICT courses to support heads Provide guidance on LGfL
ICT makes, in the best practice, a significant contribution to teaching and learning across all subjects and ages, inside and outside the curriculum;	2. To improve the quality of teaching and learning across the curriculum in all schools through the appropriate use of ICT	2.1 Ensure that the NC requirements for ICT in other subjects are met in all schools - ICTAC 2.2 Ensure that all teachers are competent users of ICT in the areas they are required to teach within their subject 2.3 Promote the use of new technologies to enhance learning and teaching	Hands- on Support	Manage the HOS programme Ensure providers covers all subjects and phases. Monitor and evaluate the support provided
			EDCL Basic skills development Assessment of ICT	Support target schools in developing a portfolio of work exemplifying levels of attainment Post examples of work exemplifying levels on the LGfL. Provide Levelling activities Organise a cross LA Assessment conference
			Awareness Raising in ICT	Use of video, LGfL, e-learning, IWB and new software.
ICT is used as a tool for whole-school improvement;	3. To improve access to high quality ICT resources for all	3.1 Improve access to ICT for all 3.2 Improve access to Internet Resources	Primary Computer Project Phase 5 Video conferencing	Phase 5 roll out of new system to all schools. Provide demonstration and consultancy prior to installation. Provide training after installation Trial VC with selected schools. Develop the use across the curriculum
ICT is used as a means of enabling learning to take place more easily beyond the bounds of the formal school organisation and outside the school day– and of enhancing the quality of such experiences;			e – learning On-line Services	Establish a database of links enabling all schools to add examples of good practice and learning resources
Every school understands how important it really is to make excellent use of their ICT resources and electronic services for teaching and learning and for whole- school improvement;	4. To improve the use of ICT for communication, administration and the management of information across the LA	4.1 Develop the LA Intranet as a tool for gathering, organising and accessing information for all 4.2 Develop initiatives in addressing e-Government targets 4.3 Develop inclusive strategies for future funding and development of ICT	Continually monitor and appraise new technology and developments within IT to improve services to schools and the LEA alike	Primary sector centralisation & remote access for school administration networks & services Investigate benefits of providing an IP Telephony solution using existing school networks
			Develop the concept and integration for a Single Child Record within Sutton Implement fully managed and centrally monitored CCTV solutions for schools	Identify key activities, organisational links, prime sources of children's information, which council services and external agencies require specific information.
			e-learning developments for groups of pupils at risk in main stream schools	Develop e-LF initiatives for pupils without computer access.

Monitoring and Evaluation of the Sutton LA ICT Strategy

Purposes

There are three general purposes for the monitoring and evaluation of the strategy. They are:

To enable schools to develop their monitoring of ICT as part of their own improvement cycle so that they can act on information to further improve attainment.

To enable the LA to understand the impact of ICT strategies in schools so that best practice can be identified and shared across schools. Also to redirect resources to areas of greatest need.

To enable the LA to report on the standards and progress of ICT. Reporting on initiatives and funding streams where the LA is accountable, e.g. SNS ICT Strand or Primary Strategy for ICT. Ensuring that evidence is gathered to demonstrate how the LA support for implementation of strategies in schools is working.

Principles

The principles underpinning the monitoring and evaluation (M&E) of the LA ICT strategy are listed below. It is a firm belief that for monitoring and evaluation to be successful it must be:

- an integral aspect of each ICT EIP action plan.
- able to support ICT monitoring school processes.
- sufficiently rigorous to give schools, the LA and funding agencies such as DfES, high quality information, to which all can respond, redirecting resources as required.
- a good model of the 'intervention in direct proportion to success' principles of the LA Code of Practice for working with schools.
- focused on the quality of provision and its impact.
- building the internal capacity of ICT teachers to further develop their self-evaluative skills.
- best when cyclical and at all stages referenced to school audits, action plans and targets.

Monitoring progress in ICT at an individual school level

This is done through:

Analysis of results (including performance against targets)

Tracking of pupil progress

Ofsted reports

External review when the Adviser or Inspector for ICT are bought in
National accreditation through for example 'ICT Mark' and 'ICT SEF'

Monitoring the development of ICT in the LA as a whole

This is done through:

Analysis of results

Ofsted reports

EIP evaluation systems for ICT activities

Reports to EMT

Monitoring the LA support for ICT

This is done through:

Ofsted reports

Audit Commission report

School requests and needs

AIS service monitoring arrangements



Associated ICT Documents

The following papers are available on request and have been produced for the development of the LA ICT profile in line with current Government thinking. The ICT Team consider these crucial for different audiences to gain a more thorough understanding, when used with the ICT Strategic Plan. They can be obtained from the Sutton Education Service at the following address or e-mail: ian.smith@sutton.gov.uk
Address: Sutton LA, Children, Young People and Learning Services, The Grove, Carshalton, Sutton, Surrey, SM5 3AL

Additional Appendices

B	Local Sutton ICT Context	An overview of the ICT background and attainment in Sutton
C	ICT Services	Concise summary of AIS and MIS ICT services
D	Implementing ICT in Sutton	The practice that is working in Sutton schools.
E	How the ICT Team work	A chart showing the continuous improvement cycle for ICT
F	Sutton ICT Structure	A chart showing the key ICT people and meetings
G	ICT Personnel	An out-line of the ICT staff
H	M&E Annual Cycle	A year view of the M&E activities, requirements and roles

The ICT Strategic Plan and the above documents are available through the SWAN home page for Sutton staff. Once at the SWAN home page go into the 'staff' section, you will need to sign in using your Sutton e-mail address and your own password. Under 'file' and then 'downloads' select the document you require from the 'LA document option'.



