

Leicester City

The ICT Team

Advice, Support and CPD 2010 - 11

Why? ICT is an integral part of teaching and learning

Who? Head Teacher, SLT/SMT, teachers, TAs, ICT technicians, parents, governors

How? Individuals, small groups or whole staff

Where? In school or at FLEC

What can we offer?

Frontier

- Setting up your school structure
- Managing users
- Creating rooms and resources
- Refresher training
- New administrator training
- Utilising tools in the classroom eg forums, tests, hand ins
- Illuminate
- Online Reporting
- End and start of year processes

>> frontier



E Safety

E Safety policy
Acceptable Use Policies
Policy Central monitoring

Think U Know
Cyberbullying
Filtering



Discrete ICT
Functional Skills ICT
Networks
Emerging Technologies
Special projects

Cross-curricular ICT
E Learning
New subject leaders
Creating resources

Teaching and Learning

CPD

Formal courses and Networks in the ICT Centre pages 2 - 4 of this document

Also available:-
Bespoke in-school training
E Learning
Annual Conference
Sharing course resources

Policy and Practice

Curriculum walkthrough
ICT Scheme of Work
ICT in the Strategy for Change
Development planning
ICT, E-Safety and Acceptable Use Policies
ICT Self Review Framework
ICT Mark

EMBC

- Using the Leicester Gateway
 - Resources eg NEN, British Pathe, Audio Networks
- Managing school users
- Embc tools and services
 - Email, filtering, video conferencing
- Transfer from Exchange to hosted mail
- Upgrades and change requests

embc
connecting people to learning

Leicester City The ICT Team CPD COURSES and NETWORKS 2010 - 2011

Full course
notices and booking details
are on the Leicester City
CPD Website

<http://cpd.leicester.gov.uk>

Follow the link to search
and put ICT as the keyword.
Remember to click 'search'.



Venue

All courses take place in
The ICT Centre
Forest Lodge Education
Centre
Charnor Road
Leicester
LE3 6LH

Times

Morning courses
9.30am - 12.30pm
Afternoon courses
1.00pm - 4.00pm
All day courses
9.30am - 4.00pm

Using the embc admin tool - SUMS

Are you new to embc and the Leicester Gateway?

Did you have embc Administrators training a while ago and feel the need for some updates?

Have you only used SUMs to create individual users and want to know what else it does?

Do you want to know about Portal Filtering and hosted e-mail?

Then this half day course is a must.

Date: Tues 14th September 2010 pm (half day course)



Getting The Leicester Gateway and Fronter Ready for The New School Year

New staff, new pupils, new timetable, NEW ACADEMIC YEAR

Does your school use the embc Leicester Gateway? Do you need help in getting started or updating your user data?

Does your school use Fronter? How do you know the SIMS import routine has run? Are you the Fronter administrator for your school?

You may find this workshop useful to ensure that your school is ready for the new academic year.

Dates: Wednesday 15th September 2010 pm (half day course)

or Thursday 16th September 2010 pm (half day course)



Fronter Administration Course

Are you new to administering Fronter, or maybe completed your Fronter Administrators training a while ago and feel the need for some refresher training?

This one day course is open to all new Fronter Administrators as well as any previously trained administrators who want to refresh their skills. We will take you through the structure and tools then focus on the areas we know, from experience, new administrators feel less confident about.

Date: Friday 17th September 2010 (full day course)



Fronter Network Group

Come and find out what other schools have been doing with Fronter. Help develop resources for schools to share.

This very first meeting is open to Fronter leaders and teachers using Fronter from any school.

Date: Tuesday September 28th 2010

Twilight session 3.45pm - 5.00pm



Kick Start Fronter

Is your school at the 'Fronter' of technology or are you feeling that it has all passed you by?

This course is designed to help you make use of resources already created to get Fronter going in your school with minimum effort and maximum time saving.

Date: Friday October 1st 2010 (full day course)



Policy Central



Are you the Headteacher in a Primary school responsible for Safeguarding? Did you know that all

Primary Schools have been offered Policy Central e-safety monitoring application free for three years?

This course may be attended by the Headteacher and/or a nominated SLT member.

It is aimed at the person who manages and sets up Policy Central. It will cover the basic setups and reporting features as well as guidelines in how to interpret the data.

Dates: Wednesday Oct 6th or Thursday November 18th am or pm (half day courses)



Primary ICT and e-learning leaders' network



Do you want to talk to other teachers in the same role?

Do you need more information about the latest in Primary ICT?

Attend the Primary ICT/e-learning leaders' network - either in person or virtually using Elluminate in Fronter.

Dates: Autumn Term

Tuesday December 2nd 2010

Spring Term

Thursday March 24th 2011

**Twilight sessions
3.45pm – 5.00pm**

Using the updated Leicester ICT progression for Primary Schools



Are you still using the QCA scheme of work? Do your ICT lessons need bringing up to date?

This half day course will show you the updated ICT Progression in ICT skills and capability, developed by the LA ICT Curriculum Team. By the end of the course, you will understand how you can use the progression to help deliver a more up to date and exciting ICT curriculum.

Date: Tuesday October 12th 2010 pm (half day course)

Understanding Fronter for TAs

Is your school using Fronter? Do you want to know what it is all about?



This half day course is designed to help you understand the purposes of your school's learning platform, Fronter, and give you hands on experience of how to use it.

By the end of the course you will be able to log in to Fronter, access a number of Fronter areas (rooms) and use Fronter tools such as discussion forums and surveys.

Date: Wednesday November 3rd 2010 am (half day course)

E-safety Policy and Practice

Do you need help and information to ensure you are doing all that is possible to ensure the safety of your school community?

This course is designed to raise your awareness of e-safety concerns and reconsider your existing policies and practice.

By the end of the course you will have developed an understanding of current e-safety risks and concerns and feel confident that you can lead your school in developing appropriate policies and practice.

Dates: Friday, November 12th 2010 am (half day course)

Or Friday, March 11th 2011 am (half day course)



CEOP e-safety training

Your pupils may be safe using the Internet while in school, but do they know how to keep themselves safe when not at school?

This half day course is accredited by CEOP (Child Exploitation and Online Protection). Learn to use the CEOP Think U Know resources to help keep pupils safe. Teachers of pupils aged 11-16 **must** complete this course before being able to use CEOP materials. Teachers of pupils aged 5-11 are strongly advised to attend this course.

Dates:

Secondary (half day courses)

**Tuesday Nov 23rd 2010 pm or
Tuesday January 18th 2011 am**

Primary (half day courses)

**Tuesday Nov 23rd 2010 am or
Tuesday January 18th 2011 pm**



Secondary ICT and e-learning leaders' network



Do you want to talk to other leaders in your position?

Do you need to keep up to date with developments in Secondary ICT?

Attend the Secondary ICT/e-learning leaders' network.

Dates: Autumn Term Wednesday November 24th 2010

Spring Term Thursday March 31st 2011

Twilight session 3.45pm – 5.00pm

How to book onto a course?

Full course notices and booking details are on the Leicester City CPD Website
<http://cpd.leicester.gov.uk>

Follow the link to search and put ICT as the keyword.

Remember to click 'search'.

Giving pupils an audience – creating and publishing sound and podcasting



Do you want to know how to help your pupils create exciting sound files using music, narration and sound effects?

This course will show you how to record and find copyright free sounds and music, edit and mix sounds from different sources and how to make sound files available over the internet, including podcasting, to allow pupil's work to reach a wider audience.

**Dates: Friday December 3rd 2010 (full day course)
 or Tuesday March 29th 2011 (full day course)**

Giving pupils an audience – movie creation and publishing



Do you want to know how to help your pupils make exciting movies and videos and make these available to a wider audience over the Internet?

This course will show you how to capture and edit video and how to create a movie incorporating sound. It will also look at what you need to consider when making movies available to the wider school community.

**Dates: Friday December 10th 2010 (full day course)
 or Friday April 8th 2011 (full day course)**



Cost

Currently these courses only incur refreshment, lunch and venue costs (please see CPD Website for details). These terms may change if the ICT Team become a traded service.

Viability

Courses require a minimum of 6 people to run.

Other Courses

This flyer advertises the initial planned courses until April 2011 and may be added to (please see CPD Website for details). Please contact the ICT Team if you have suggestions for ICT CPD.

Making the most of free resources from the National Education Network



Do you want to make more use of embc and the Leicester Gateway? Did you know that there are hundreds of free resources for schools on the National Education Network?

This course will show you how to find the NEN resources, how to use some of these and give you time to search for others which you can use with your pupils.

Date: Wednesday February 16th 2011 (full day course)

Using Fronter to develop pupil voice



Would you like to find a way to allow pupils have a say about what goes on in their school? Let your pupils tell you their ideas. Let them say what they think and have a voice in your school.

This half day workshop is designed to show you a selection of Fronter tools such as discussion forums, votes, surveys, stickies, FIM (instant messages) and liveroom.

By the end of the workshop you will know what tools are available in Fronter to aid communication and have had experience using these.

Date: Friday March 4th 2011 pm (half day course)