Gravesham Primary ICT Audit for HOS

Please try & think about/find out about the following before my visit

A general idea is all I require, so I do not want exact numbers for everything

Equipment & Technical Support

- IT suite? Full class/half class/wireless[ie with laptops]
- IAWBs in classrooms [how many out of?] & what proportion of teachers are competent in their use?
- Is the interactive white board used to transform learning or is it used to put worksheets and that type of learning on a computer?
- Laptops for teachers? [how many out of]
- Broadband/Networks? What system[s] are used?
- Enough quality software? Most used & what next on list?
- Peripherals – eg Roamers, data loggers, microscopes, digital cameras etc. How well are they used?
- Technical support – whose does it? And how often?
- How do children access e-mail and internet browser?
- Does your school have an intranet facility?
- How much lesson planning, record keeping etc is done on computer?

Teaching & Learning

- Is ICT timetabled. How much time per class per week
- How is it used generally to support the curriculum
- Is the impact of ICT mentioned in the SEF & could you justify it to Ofsted?
- Is there a programme for assessing & monitoring ICT?
- Is the school aware of the Becta Self Review Framework?
- Are children able to access ICT when they need to in a lesson & how?
- Can you give an example where using ICT made a significant contribution and Learning would not have been hampered without the use of ICT?

Leadership & Management

- What is the school overall 'vision' for ICT and its impact on learning?
- Are staff aware of their roles & responsibilities?
- How competent are TAs in the use of ICT?

Main needs and/or ability to support others

- Hardware
- Software
- Technical support
- INSET for staff
- Recent INSET within school?
- Any previous HOS & its impact?
- Names of staff confident & willing to demonstrate ICT to others who might visit the school & in what areas
- ANY OTHER SUGGESTIONS FOR HELP YOU NEED TO MOVE YOUR SCHOOL FORWARD