**ICT Team Meeting Minutes**

**Date: 05/06/24**

**Present: AWO, VW, PC**

**Focus: Timetables**

| **Agenda item** | **Comments** |
| --- | --- |
| Thank you! | * Student leadership trip was successful and had good feedback from BVIS- thanks. * Accompanying Y1 to D1- the support was appreciated * TAs: thanks for stepping in to cover |
| [Timetables](https://docs.google.com/spreadsheets/d/13KNMArhOZF64r1jRc_qLs90QtzcI4nhS-5kiKRrvl7U/edit#gid=292084961) | Have a look and record any comments. It’s unlikely to change but be mindful that it could should circumstances change |
| CCAS | [Spreadsheet here](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F1MuIgp_wlD5PLg8skz-sDV4HTR6ASGGxi%2Fedit%3Fusp%3Dsharing%26ouid%3D101086134563386032152%26rtpof%3Dtrue%26sd%3Dtrue&data=05%7C02%7Canthony.woolley%40bisvietnam.com%7Cd72720b201334714187808dc83601d62%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638529696087128884%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=2f%2B%2FYFbIlx9PRYPI1YjXhaC8H4c5%2Fr0kBVvekyVFevw%3D&reserved=0) |
| [August 12th Inset](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLScpNHiKJSwQ9l-1qt7KHBhJqMlOg_Gh7MzJJnIzmiA-VbXDgw%2Fviewform%3Fusp%3Dsf_link&data=05%7C02%7Canthony.woolley%40bisvietnam.com%7C112b31ba2aa94b200d2008dc84f6b426%7C7fc9707b9d8f4f6a856baeb848fef103%7C0%7C0%7C638531442343671901%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=O5wYDJO3TG%2FvbbrFj2Y9848ivvW1p2Sa5Ba4n5HGh1c%3D&reserved=0) | Would you like to offer anything? It would be a good opportunity to raise the profile of our department. |
| House day | Victoria, what are the arrangements? |
| AOB |  |

**Date: 22/5/24**

**Present: AWO, VW, PC**

**Focus: Big news**

| **Agenda item** | **Comments** |
| --- | --- |
| [Planning responsibilities](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit)  Round up of where we are at | -All up to date, no switching required.  -TAs to test connectivity of the drones and Sphero. Test the scratch to Telo to GUI |
| Reporting | Grade entry completed by **27th May**  Any issues? |
| Upcoming events! | 24/5 Tea time recital  24/5 Y6 1st Transition Morning  25/5 Aquathlon  w/c 27/5 Y2/3 Transition Week  31/5 Swimming Championships Pool A - AIS  31/5 Student Council and Tech Squad to BVIS (Confirmed)  1/06 Swimming City Champs Pool B ISHCMC  w/c 3/6 Swim Galas/Productions  5/6 Year 6 Transition Day  7/6 Year 6 Gala Party  7/6 Houses day  10-14/6 FOBISIA Games  12/6 - 19/6 Reports to parents  w/c 17/6 Invitational PTSCs  18&19/6 Summer Concert  20/6 Year 6 Exhibition  22/6 End of year staff party  25/6 Transition Day/Y6 Day of Fun  25/6, Primary staff party  26/6 Term ends |
| AOB |  |
| **Prep for next year** | |
| DREAMs Lab 2.0 | Back on! With some alterations |
| [Essential computing skills for August](https://docs.google.com/document/d/1UYkbwYYIu8WNeHnQbbvk50dlHSJlf0HnmLWicNMrH-w/edit?usp=sharing) | What are the essential skills and device management do we want the kids to be proficient in? This will create the basis of the first 2 weeks of curriculum time in August |

**Date: 9/4/24**

**Present: AWO, VW, PC**

**Focus: Prep for next year**

| **Agenda item** | **Comments** |
| --- | --- |
| [Planning responsibilities](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit) | Outstanding planning:  F3:PC Osmo slides  F2: |
| Reporting | [Deadlines here](https://docs.google.com/document/d/1FxwUOq_4hJjvnwq8zomK4R550OsIBH_IwwpqytUpH-A/edit)  Grade entry completed by **27th May**  Reports locked and printed **7th June**  [**Specialists and CCA mentions for reports**](https://docs.google.com/spreadsheets/d/1eyRd30A3d8DVKcDfwITXBiY2LC6oLCFVuip4DxFvw_g/edit#gid=387172438) |
| **Prep for next year** | |
| [Calendar of events](https://docs.google.com/document/d/1OWJhiD5INmbUzeLY-v64SNSh_KIh8e4FfjNyFRWNVIs/edit)  [Term dates](https://drive.google.com/file/d/1M6IwSQ6FTaWyXCrCUWdLWWZ7DlYUMWVq/view) | Anything new to add this year?  We need an EYI in-school comp  I would like to host a Fobisa robotics comp  Parent workshops? |
| [Essential computing skills for August](https://docs.google.com/document/d/1UYkbwYYIu8WNeHnQbbvk50dlHSJlf0HnmLWicNMrH-w/edit?usp=sharing) | What are the essential skills and device management do we want the kids to be proficient in? This will create the basis of the first 2 weeks of curriculum time in August |
| [Curriculum SWOT](https://padlet.com/anthonywoolley/curriculum-swot-of-23-24-kbcrhnxdr7qds0q) | Lets quickly add our thoughts to the padlet |

**Date: 20/3/24**

**Present: AWO, VW, PC**

**Focus: catch up**

| **Agenda item** | **Comments** |
| --- | --- |
| [Class round ups](https://docs.google.com/document/d/1vrnLHeDQnRpWFHTrJAteXZQy34dQ4ZdO75k4kgzpgCA/edit?usp=drive_link) | **Y3-Change units**  **Y4- All on AR maker**  **Y5- 2 Weeks left on Make code**  **Y6- Laser Cutting 2 weeks to run. New units on April 8th** |
| [Planning responsibilities](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit) |  |
| World book day | Friday 5th April is dress up da:  08:00-9:00- Dress up parades. |
| Seesaw | Feedback sheets  Archive old activities  Soft Seesaw skills seem to be lacking in Y1, is this the case for everyone? |
| EYI behaviour | * Y1 Struggling with Dash Go, AWO has moved on from this unit. * Carousel activities are hard to keep focus unless the tasks are completely independent * The Y1 team have adapted the behaviour policy to work for their classes. The vocab of Ready, Respectful and caring are non-negotiable and we should be replicating this in class. * HOY invited us to do a learning walk if you feel this is something you would like to get involved with. |
| [Pupil voice](https://docs.google.com/forms/d/1t_GwR71VhE5xG4MugYd5h0K0g-oddbwg5GRsi-ItkO8/edit#responses)  Lots of positives in there, thank you for providing the children an engaging and exciting curriculum. | Targets based on the data:   * Improve live verbal feedback * Train the children how to respond to the written feedback given (mid-unit) * We should encourage more peer feedback. We need to train the children in how to give quality feedback for this to be successful. |
| EYI provision Update |  |

**Date: 21/2/24**

**Present: AWO, VW, PC**

**Focus:**

| **Agenda item** | **Comments** |
| --- | --- |
| Notices form PLT | * Spring Fair 23rd March. Support on the day is needed so if you can give 30mins- 1hr it will be appreciated * There will be NO CCAS during the trip weeks. * 5th April is book week. * Have a look at your summer flights and get it booked in with Blue sky travel as soon as possible. * School photos next week- timetable to follow |
| [Planning responsibilities](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit) | VW and PC to complete the KS2 units for after the Easter break.  AW to focus on the KS1 |
| Yearbook | Gather photos and get them into the shared album please |
| [Pupil voice](https://app.seesaw.me/pages/shared_activity?prompt_id=prompt.88f2433c-55e7-4549-8658-2f6193be6005&share_token=bkjELx8EQEKrXio1Pf4SAA) | Deploy this as an activity for all classes from Y4-6. Feedback is needed for a quality assurance meeting at the end of term 2. Take time to explain how to complete and any of the tricky vocab. |
| Thanks yous | * Great to be so ahead on the planning. It’s made my life a lot easier. * TAs for providing a great lunch * Commitment and willingness to go on the trips- it hasn’t gone unnoticed by SLT! |
| Notifying teachers about trip week | * Apple TV plugged in and ready to use * Children in their normal seating plan * MaKe ICT teacher aware of any strong class routines that will help during the lessons |
|  |  |

| **Agenda item** | **Comments** |
| --- | --- |
| Notices | * Wear your Aoi Dai for Tet assembly days * Normal finish time on Friday * Uyen on JC Thurs and Friday |
| [New units of work](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit) | Brief walk through planning for the next two week. |
| [Pupil voice](https://app.seesaw.me/pages/shared_activity?prompt_id=prompt.efb98bc1-1426-4747-a754-eb9e96759426&share_token=Pmmb0JvyQ4SiTOeuDaJ2pQ) | Deploy this as an activity will all classes from Y4-6. Feedback is needed for quality assurance meeting at the end of term 2. Take time to explain how to complete and any of the tricky vocab. |
| Yearbook | Please photo dump from iPad into the shared [ICT Google photos album.](https://photos.app.goo.gl/zVFYg37fD88yex9h8) If there are any belters you would like adding, drop them directly into the [yearbook folder here.](https://drive.google.com/drive/folders/1JU-mieO-9K6eq55NH5lLC6y2GgKNrdEn?usp=drive_link)  Photos should be taken from any extra provision such as CCAS. |
| Staff CPD opportunity | <https://www.cospaces.io/pro-training> |

**Date: 25/1/24**

**Present: AWO, VW, PC**

**Focus: The weeks ahead**

| **Agenda item** | **Comments** |
| --- | --- |
| Finishing off units of work next week | All DigCit to be finished and uploaded to seesaw. Nothing to carry over into term 2.2 |
| Tet events | **EYI**  **Tuesday, January 30th, 2024.**  *The fair will take place at the Sport Hall from 8:15am to 11:30am by the time schedule below:*     * 8:30am –9:15am**: Y2** * 9:25am – 10:10am**: All F3 + Fundinotots** * 10:20am – 10: 40am**: F2** * 10:45am – 11.05am **: F1** * 11:15am - 12:00pm**: Y1**   *As usual, we will have 2 separate* *Tet assemblies in the Hall Thursday*   * 09.30am - 10.00am: F1, F2 and F3 Tet assembly * 1.15pm - 1.45 pm : Year 1 and Year 2 Tet assembly   **JC**  TET Fair on Tuesday, January 30th, 2024.  *It will take place on the front playground from 8:15am to 11:30am.* The visiting time for classes is listed below:   * 8.15 – 9.00am : Year 4 * 9.00 – 9.45am : Year 3 * 9.45 – 10.00am : TA break * 10.00 – 10.45am : Year 5 * 10.45 – 11.30am : Year 6   **TET Assemblies on Friday, February 2nd, 2024**  *As usual, we will have 2 separate* *Tet assemblies in the Gym*   * One in the morning for Year 3 and Year 4 from 10.30am - 11.00am * The other in the afternoon for Year 5 and Year 6 from 1.15pm - 1.45pm |
| [Trip Week timetable](https://docs.google.com/spreadsheets/d/1C-fibN1XpEdx33E8Q5ynky_V2N82lUfOEE5tDPxvuIY/edit#gid=1393350069) | Any concerns with the proposed timetable  VW to ask friday Y4 classes to send TAs to ICT lessons |
| [New units of work](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit) | We need a plan of action F2 & 3 post TET  All teacher to completed the same unit of work.  Room allocation is on the trip week timetable |

**Date: 29/11/23**

**Present: AWO, VW, PC**

**Focus: Admin**

| **Agenda item** | **Comments** |
| --- | --- |
| Planning | [Round of the planning so far](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit?usp=drive_link) |
| International week | [International week activities](https://docs.google.com/presentation/d/1tbwz0izKq3VaN6OsuQyqAzKzgiC5Qu07JouazPqqp_c/edit?usp=drive_link) |
| [Christmas countdown](https://docs.google.com/document/d/16X3QruqwYwUUZXECmwN_je_syOzUypsEsZ-3Ah7u4Nc/edit?usp=sharing) | Anything affected? |
| DigCit assemblies | See Chris’ email, this will disrupt some of our classes  Session 1: Monday 4th of December, 6:00 pm - 7:00 pm, BIS Secondary Theatre (6th Floor)  Session 2: Tuesday 5th December, 8:30 am - 9:30 am, BIS Secondary Theatre (6th Floor) |
| AOB | Push out message to get all GAFE installed on iPads for students in Y3-6  Docs, sheets, classroom, slides  [OUCC Invites to be discussed next meeting](https://docs.google.com/document/d/14oA-yS6qBmzWePPwvOO6p8ilC90erb4e_6zAv-KZaZo/edit?usp=sharing) |
|  |  |

**Date: 22/11/23**

**Present: AWO, VW, PC**

**Focus: Admin**

| **Agenda item** | **Comments** |
| --- | --- |
| Planning | [Are we ready for the first two weeks back?](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit?usp=drive_link) |
| International week | [International week activities](https://docs.google.com/presentation/d/1tbwz0izKq3VaN6OsuQyqAzKzgiC5Qu07JouazPqqp_c/edit?usp=drive_link)   * Global cafe will be at EYI again * 45min bookable slots on JC * 30min bookables slot at EYI * MFL potentially be supporting ICT rooms across both campuses |
| Upcoming events | Brand video 1:10pm JC 23rd  EYI Thursday 30th  11am-11:30 Y2 Indi Coding  12:30-1pm F3 Stop motion  They have asked can we stage a jazz hands lesson for the cameras. |
| Christmas Gifts | Donations of a mill PP for TA gifts. Do you want to bother with gifts for each other? |
| Equipment | Keep an on equipment and ensure workspaces are tidy for the next teacher?  Does anyone else have issues with EYI Apple TV |
| AOB |  |

**Date: 25/10/23**

**Present: AWO, VW, PC**

**Focus: Competitions**

| **Agenda item** | **Comments** |
| --- | --- |
| Reports | [Specialist comments for teachers.](https://docs.google.com/spreadsheets/d/1eyRd30A3d8DVKcDfwITXBiY2LC6oLCFVuip4DxFvw_g/edit#gid=663231849)  Add anyone who has taken part in a competition/ CCA or has shown learning attitude above and beyond in ICT. This is a positive tool, any concerns should’ve been flagged to the teacher prior to reports.  Deadline for grades **20th November**  Grade sheets locked **December 1st** |
| Bebras | Competition window opens on the **13th November**  Compete at lunch at 12:15 all competitors have early lunch with some form of card.  Organisation of lunches for children or notifying teachers if they need removing from normal timetable |
| Live coding Comp | [Timetable for the day here](https://docs.google.com/document/d/15aPJ7qroLrfA6jOyFVKq-k7TXWgth0wNyOctwHcFPoU/edit?usp=sharing)  Add snack order from [Voelker here:](https://voelker-vietnam.com/)  Plates of fruit (ask Lein)  15 X chocolate  5 plain chocolate |
| IT Support | Concerns have been raised about the quality of support by IT. Our department procedures are as follows:   * Small scale events contact directly via th ticketing service * Lager issues contact them via direct email/ teams and CC AW into any coms * Requests for software etc contact directly and CC AW. |
| [**Term 2.1**](https://docs.google.com/document/d/1soaLNjinUTEtj3KKhBR_d-3R55na44lKsiJxj3Z9wwU/edit?usp=sharing) | All planning to go into the shared folder as well as linked to the overview doc. The overview is shared with SLT so they need quick access.  Seesaw task links should also be on the overview- this saves time.  2.5 teaching weeks due to short week and international week.  AW to request to come off EYI Planning |
| **AOB** | Please stop sending children down to ICT to fix simple issues. Especially when we are teaching.  Teachers should go through new passwords for children.  Misuse of the DREAMS Labs during international week |

**Date: 25/10/23**

**Present: AWO, VW, PC**

**Focus: Competitions**

| **Agenda item** | **Comments** |
| --- | --- |
| Planning units | Organise diaries for the week ahead  AWO- I have concerns about the coding ability of my Y4 classes and using the cutebot. They are missing simple desktop computer skills. I may switch to simple micro:bit projects instead. |
| Bebras | Competition window opens on the **13th November**  **To complete:**  **PC-** Slide for digital with timetable of when students can come into DREAMS lab and complete the challenge.  **AWO-** Congrats slides for all those who entered post comp |
| Live coding Comp | Selected finalists to be notified via seesaw and email to class teachers.  **Live final 7:30-10am Friday 3rd November**  in room 112  Winners for the three categories: Best Design, Best Concept, Best Overall Game to be announced on Friday Assembly  [New live coding final site here](https://sites.google.com/bisvietnam.com/live-coding-final-23/home)  To complete:  **VW**- Slide/ seesaw post to announce who the finalists are  **AWO-** Slides for assembly to announce winners. Order snacks! |
| Reports | [Specialist comments for teachers.](https://docs.google.com/spreadsheets/d/1eyRd30A3d8DVKcDfwITXBiY2LC6oLCFVuip4DxFvw_g/edit#gid=663231849)  Add anyone who has taken part in a competition or has shown learning/ attitude above and beyond in ICT  Grade date collection point in 6 weeks |
|  |  |

**Date: 11/10/23**

**Present: AWO, VW, PC**

**Focus: Open morning and term ahead**

| **Agenda item** | **Comments** |
| --- | --- |
| Planning units | Do any units need carrying over? |
| [Planning overview term 1.2](https://docs.google.com/document/d/1pxJ8AMmMg3YBoFZM8UkYSshW5INH1nQjl3T7jTBYvW0/edit?usp=sharing) |  |
| Live coding Comp | Speak with children directly in ICT classes.  [New live coding final site here](https://sites.google.com/bisvietnam.com/live-coding-final-23/home) |
| Step-Lab | PLT feedback from the drop-ins was extremely positive. They were thrilled we have made such meaningful connections to the IPC curriculum.  Next term one of you will be invited to observe AWO |
| **AOB** | **VW**- duty on Monday F2 lunch 11:30-12:00 |

**Date: 4/120/23**

**Present: AWO, VW, PC**

**Focus: Open morning and term ahead**

| **Agenda item** | **Comments** |
| --- | --- |
| Open mornings  Tuesday 10th October- JC 8:15am-9:45am  Wednesday 11th October EYI 8:30am-10am | Make sure teaching areas are tidy:   * clean and neat working walls * Open cups of hot drinks must be kept away * Mobile phones not out on show etc.   Display work up on boards this week!  VW to send over any completed good examples of Y4 Scratch projects |
| Planning units | AW- They are all in progress- will be completed by next team meeting  VW  PC |
| Live coding Comp | We need to get the info out about the first round via see this week  [New live coding final site here](https://sites.google.com/bisvietnam.com/live-coding-final-23/home) |
| New apps | Tyker Jr, Kodable, Sphero EDU, Laser cutting (PCS) |
|  |  |

**Date: 20/09/23**

**Present: AWO, VW, PC**

**Focus: New units of learning & target setting**

| **Agenda Item** | **Comments** |
| --- | --- |
| **Planning responsibilities** | **F2:** Topic TBC (AWO)  **F3:** Topic TBC (AWO)  **Y1:** Indie car coding- (AWO)  **Y2:** Problem solving with Indie Car (AWO)  **Y3:** Lego We:Do VW  GAFE (VW)  **Y4:** Micro:bit Cute Bots (PC)  TinkerCAD (VW)  **Y5:** EV3 (AWO)  App Design (PC)  **Y6:** Swift/ Drone/ Sphero (PC)  TinkerCAD (VW) |
| **Workload to keep track of** | * Live coding final website needs creating * Display work needs printing and put on walls(high priority) * Seesaw feedback |
| **Step Lab drop ins** | I will be meeting next week with Chris to organise the times for drop-ins. You will be notified in advance when these will happen.  **FACE Model for drop-ins**   * Feedback * Autonomy * Challenge * Engagement |
| **AOB** |  |

**Date: 20/09/23**

**Present: AWO, VW, PC**

**Focus: New units of learning & target setting**

| **Agenda Item** | **Comments** |
| --- | --- |
| **Weekly round up**  Record in planners when we intend to swap | **AW**-  Y2-Completed scratch and moving onto Dash  Y3-Upload to seesaw next week  Y4- 30 mins needed to complete and upload to seesaw  Y5 & Y6= 1 More session to complete and evaluate on seesaw  **VW -** All Juniors will be moving on next week except Friday 4s who have missed lessons  EY&I all good  **PC** -  Y2 - Completed Scratch moving onto Dash  Y3 Scratch - One more lesson to complete and evaluate  Y3 MM - Have completed Green screen and edited dino video need to record audio  Y4 - Going to need extra time due to distributions to friday’s lessons - moon festival/brass band  Y5/6 Scratch - Ready to evaluate  Y6 MM - 50/50 of still recording to starting post production |
| **New units & planning allocation** | 8 weeks of learning in term 1.2 until Christmas break. Interruptions to be expected- be prepared.  **JC**  Y3-4 3 Week learning cycle  Y5-6: four week learning cycle  **EYI**  Y1&2 Indy Cars - Intro and Solving Problems with Code |
| **Feedback expectations** | **Y1**- Photos/Videos with teacher comment on content  **Y2**- Comment/voice note  **Y3 -** peer assess games, iMovie whole class review  **Y4 -** peer assess games, Keynote whole class review  **Y5** - Scratch Quizziz post score, tinkercad peer review  **Y6**- scratch - Self evaluation and peer assessment for. Podcast - results from last 2 questions |
| **Curriculum map** | We need to develop a curriculum map that categorises our activities, software and hardware into the three strands of: Comp thinking, Multimedia and DigCit.  Do we have any good examples from previous settings?   * Colour coding for the projects (mile post or difficulty levels) * Pull Out key learning areas from each project |
| **Proposed pedagogical approach to coding** | To enhance differentiation in our curriculum we need to provide more A-Synch learning when teaching coding, e.g. Google sites for lesson content, Screen recordings of key skills needed to achieve the success criteria, remixable games or starter packs.  For coding units later in the year, less emphasis needs to be placed on initial design and more on higher level coding which shows clear progression. PRIMM (Predict-Run-Investigate-Modify-Make.)  This now our departmental target for 23/24 |
| **Target setting on SF**  [**CPL Guidance**](https://drive.google.com/file/d/1bO0S4EsBD1tIMj2d_f632A1nXV2Es3_Z/view) | Draft your target and we will have 1-2-1 meeting about them and record on SF  **Pupil Progress Target -** Identify a target group that you wish to focus. Set yourself a measurable foci  **Whole School Target** - This will be discussed and agreed as a department. What do we want to achieve as a department? E.g Using more A-Sync learning methods, new curriculum areas, application of whole school behaviour strategies.  **Personal target -** self identified area of development and further learning |
| **AOBs** |  |

**Date: 13/09/23**

**Present: AWO, VW, PC**

**Focus: Events**

| **Agenda Item** | **Comments** |
| --- | --- |
| **Planning progress** | Y2- AW still one more week on current units. Dash planning needs updating by AW. |
| **Events** | Coding Competition Date   * Friday 6th October launch (seesaw) * Tuesday 24th October entries deadline * Finalist announced 27th * 3rd November live final * 3 categories winners (Y3-Y6) * First stage; open project and then final   Bebras   * 2nd October launch during lessons/ Seesaw * Y4-6 taking part * Monday 9th October Lunch time launch (admin) * 23rd October Bebras catch lunch time * 6th-11th November Competition window (40mins) |
| **Open mornings** | Tuesday 10th October- JC open Mornings 8:15am-9:45am  Wednesday 11th October EYI open morning 8:30am-10am |
| **Upcoming events** | * Induction sign off new staff 110 3:15 Thursday 14th Sep * Y4 out to see music performance- this affects Friday’s lessons * Y6- Museum trip on Thursday 21st Sep (6M &6C affected) * Friday 29th September Moon Festival, morning lessons will be affected. * CCA Start next week! (18th Sep) |
| **Step Lab** | Framework question - Based on teaching standards or school based standards?  What does an outstanding lesson look like? What is the framework the school wants us to work toward? |
| **AOB** |  |

**Date: 30/08/23/ 6/9/23**

**Present: AWO, VW, PC**

**Focus: Admin/ Planning 1hr 30min**

| **Agenda Item** | **Comments** |
| --- | --- |
| **WWW**  **(What went well)** | **AW-** The Y1 rocket ship coding activity was great. They seemed to understand left and right better for some reason.  **PC-** Y3 pupils using computers first time  **VW -** Y3 much better on computer than last year, and very intuitive with Scratch so far. Same for Y4. |
| **EBI**  **(Even better if)** | **AW**- IT support has been below par and it’s frustrating having to CC SLT to get things done. Hopefully we should start to see an improvement.  **PC-** Audio Visual set up/teaching layout especially during coding modelling  **VW -** Computer boxes need a better solution |
| **Planning progress** | All Y2-Y6 units planned up to October break.  What do we fancy doing with Y1? Coding beebot and J23 |
| **Displays** | October 6th Deadline for display work, get any printing to the TAS in good time.  AW-Scratch-  VW-TinkerCAD  PC- Keynote |
| **Equipment/ room upkeep** | Power Banks will be removed  Furniture still hasn’t been removed!!!! |
| **News/ important dates dates** | Tuesday 5th September- Tech Squad assembly for Y5 (AW&MB)  Wednesday 11th October EYI open morning  Tuesday 10th October- JC open Mornings |
| **Open mornings** | Thoughts for the up coming event:   * Cover for specialist heads * Split parents up into groups and go in different directions |
| **AOB** | Future competition: <https://www.bebras.uk/>   * Can Alyssa do EY&I ICT cover?   Success Factors  Chase overseas order |

**Date: 23/08/23**

**Present: AWO, VW, PC**

**Focus: Admin/ Planning 1hr 30min**

| **Agenda Item** | **Comments** |
| --- | --- |
| **WWW**  **(What went well)** | **AW-** Y5/6 retention of ipad skills was good. The ipad health checklist was a good activity that could be rolled out to all staff as 1st week activity.  **PC-** Good relationships with the children and the support from the TAs.  **VW -** Y4 Dig Cit examples/lesson works well. New F2 equipment has been helpful. |
| **EBI**  **(Even better if)** | **AW**- Y1 Seesaw skills are poor. Continue with this focus as our next topic in my opinion.  **PC-** Bring your own device teething issues with app permissions and settings.  **VW -** Class teachers have logged in Seesaw as a priority. |
| **Planning progress** | * Year 6 Podcasting (AWO & VW) * Year 4 Keynote portal stories/ AR maker (PC) Complete * Year 5 Tinkercad (AWO) 90% complete * Year 3 iMovie Dino (VW)   Set up: G- Classrooms, TinkerCAD classes & Scratch  Y3 password format:  New topics for Y1&2  Y1- Voice recording via seesaw  Y2- Move onto scratch junior  When are we reading to move to new topics? Organise in diaries |
| **Displays** | My pet hate but we need to each take ownership of board space across both campuses. We need work etc up before the open mornings in October. |
| **Equipment/ room upkeep** | Log any issues here for the technicians:   * Computer wires in 110 are very jumbled making it hard to solve problems. * Apple TV in 110 has a dodgy plug that has to be sorted several times day * Power banks need to be up * Schools net |
| **News/ important dates dates** | CCAs begin 18th September  Parents info evening 5-5:40 at EYI (Wed) & Jc (Thurs) |
| **AOB** |  |

**Date: 10/8/23-16/8/23**

**Present: AWO, VW, PC**

| **Agenda Item** | **Comments** |
| --- | --- |
| Welcome back    [Overview of INSET](https://docs.google.com/document/d/18sGewhyIW5uf0X3tKewz9CZdRqwG4-LCMoVB_WISQNU/edit) | Who’s who and what is where? |
| [Timetables](https://docs.google.com/spreadsheets/d/17XgQinDarjd_ystPw8QS2HE2FVjs7R_AFz3d7lj2BmQ/edit#gid=1393350069) | Add your duties to the departmental timetable  [Primary Rotas](https://docs.google.com/spreadsheets/d/1kg8j1TKipif-CXCTF8FZ-AUC61SjAUb6/edit#gid=1593206277) |
| First week teaching/ [Planning overview](https://docs.google.com/document/d/1pxJ8AMmMg3YBoFZM8UkYSshW5INH1nQjl3T7jTBYvW0/edit) | Action plan confirmed to get fully operational by the first week.  Planning responsibilities:   * Year 6 Podcasting (AWO & VW) * Year 4 Keynote portal stories/ AR maker (PC) * Year 5 Tinkercad (AWO) * Year 3 iMovie Dino (VW) |
| Department structure | How do we teach?   * Parallel units of work * 3 strands of study * Push for more cross curricular links * Deployment of support staff * What is the culture we want to set for our students learning with technology |
| Department expectations | * Proactive * Supportive * Open * Creative * Accountable |
| Use of TAs | [Task List](https://docs.google.com/document/d/1hbLKc5Ji99c66NaosMXEI4O83JNkG5wRPgE07cqE9rc/edit) doc |
| [Seesaw](https://app.seesaw.me/#/class/class.07dc6fae-9849-409f-9c9d-300281ab5d18) and parent communication | * 24hr response time within working hours * Appropriate level of feedback to tasks set. As a department, where is a like and approve no longer appropriate. * Increase the use of whole class feedback strategies/ autonomous marking |
| Primary concerns/ Digital Citizenship breaches | * Any concerns should be logged on ISAMS. If serious in nature inform HOD/ Class Teacher or DSL if safeguarding * [Log Digital citizen breaches on here and ISAMS if serious](https://docs.google.com/spreadsheets/d/13V9INdtGncUvKFc_1e_dPfeM5gUg2Zv59ag4wAkzYA0/edit#gid=1629365476) |
| AOB/ feedback for PLT | Task List:   * Remove furniture (Lein to completed 15th August) * Remove stools, replace with shorter stalls * 2x display boards at front of 112 * Power banks in 112 * Both computer desks need sorting + splitters (Completed) |
| PLT Feedback | * No F2/3 the first week due to staggered start * 7:50am Y3&4 line up and go to classroom before specialists. All regs and lunches to be completed by class teacher. * 8am 5/6 Collected from basketball court by specialists. All regs and lunches to be completed by specialists * New Break times 9:30-9:50 Y3/4, 10:00-10:20 Y5/6 * Quality assurance is a bigger push this year as Traids will not be happening this year. Drop-in focus will be discussed prior to the joint observation * When on EYI you will be allocated a duty. * JC duties to move to 30min slots |