West Rhins Digital Leaders
Training Day Meeting – 12/09/25
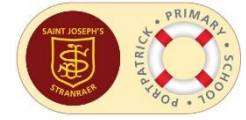
St. Joseph's	Portpatrick
Ms. Whorlow	
Robin	Josh
Myra	Arran
Callum	
Ross – Partnership Digital Expert	

Welcome to all.

- Ms. Whorlow welcomed our new cohort of Partnership Digital Leaders to our training event.
- She thanked Josh and Arran for welcoming our St. Joseph's digital leaders and taking them on a tour of Portpatrick School.

Roles and Responsibilities:

- The group discussed the roles and responsibilities of a digital leader. Everyone is enthusiastic about the duties, which is great to see.

Your responsibilities include:

- Be the 'technical support' in school by sharing your skills and expertise with other pupils and staff.
- Help to set up and maintain ICT equipment in the school and report any problems to staff.
- Maintain the ICT trolley, ensuring the trolley is unlocked and charging at 9am, and locked at 3pm (return keys to the office).
- Lead lunch time ICT clubs for pupils and workshops for parents.
- Remind pupils about e-safety and organise events/activities for Safer Internet Day (in February).
- Upload photos to the Resources folder, and type up a blurb for events for the blog & Proud Wall.
- Advise the school on websites that may be helpful to support learning/researching.

- To make sure that everyone has the required skills to support their fellow pupils, the children undertook a series of training activities. Here are the skills we practiced and developed as part of our training:

==Logging In:==
- Logging on to our computers and logging into our Glow Accounts
- Action: Arran & Robin will put our logins in our homework diaries and make sure all pupils have done this

==Websites:==
- Setting our favourites bar to display at all times
- Adding a web address to our favourites bar for easy access. We bookmarked Sumdog as we use this website.
- Action: Myra, Josh and Arran will help their classmates to bookmark Sumdog on their browser in our first skills club session.

==QR Codes:==
- Creating and downloading a QR code for a website (Sumdog, School Blog)
- We renamed the QR code file in our download folder
- We then bookmarked Word on our bottom toolbar and accessed our download folder to copy the QR code into a document and titled it Sumdog. We then printed it out to share with our classmates
- Accessing our download folder to retrieve files

==Emails:==
- Accessing our email account
- Adding a recipient to an email and checking it is the right person using the contact card
- Adding a subject and attachment (the QR Code word document) to an email
- Creating folders in our email account and moving emails into them
- Flagging and pinning an email in a folder

o Reading an email, accessing a hyperlink in the message and bookmarking it as a favourite (Microbits make code)

<mark>Planning Activities - Leaders of Learning:</mark>

Digital Skills Club:

- The group said they are keen to go back and share the skills they practiced helping everyone be able to do these activities. They said we need to break down the activities into smaller chunks for the sessions. Robin and Arran think it's a good idea to have the first session to show the pupils how to log on and access emails (older pupils) and scan a QR code (younger). Ross suggested that each session will have a section on internet safety. Everyone agreed this was a good idea
- Action: SJ - Myra & Robin, PP - Arran and Josh will run the first club on logging on and bookmarking websites on the week of 26/09/25
- Miss Whorlow showed the boys and girls the Microbits Make Code website. We bookmarked the Microbits website with ready-made projects and video lessons It has video lessons and tutorials for coding that the leaders could use to run a workshop. The group said they would like to run a digital skills club on one activity for Computing Science Week (11/11/25). This will need to be in 2 sessions, one for the younger and one for the older children. The younger ones might use the code 'n' go mouse, the older ones may use Microbits, sphero or scratch.
- Action: SJ (Ross and Callum) & PP (Josh & Arran) Digital Leaders will run the second club will be on the week starting 03/11/25)
- Action: SJ (Myra and Robin) & PP (Josh and Arran) Digital Leaders will run a third coding club on Monday 01/12/25
- Ms. Whorlow asked if it might be an idea to create a Digi Skills suggestion box or a request list where pupils can write down what they would like the digital leaders to help them with. Each Digital Leader agreed to create this in their school.
- Action: SJ-Myra & Robin, and PP -Arran to create a Digi Skills suggestion box or a request list to log a 'support call' from our Digital Leaders by 29/09/25

<mark>Internet Safety Day</mark>:

Ross had already mentioned that it's important to keep ourselves safe online. Callum, Josh and Robin think this is very important for the digital leaders to promote. The children talked about what to do if we come across inappropriate content online. They know to tell an adult. We will have a follow up meeting to prepare for [Internet Safety Day 10/02/26](). In the meantime, Ms. Whorlow said she would share an internet safety leaflet with our families on our Facebook page.

- [Parents and Carers - UK Safer Internet Centre]()

Employability Skills:

- The group agreed that it is fair that they earn a wage for each week of responsibility. Each digital leader will earn house points for every week.
- The team talked about what metaskills we might be using and applying today. The children identified the following: Communicating, Critical Thinking, Initiative, Leading and Collaborating.

Digital Leader Actions T1/2, 2025 - 2026	Who by?	When by?
Create a digital leader suggestion box or request logbook for each school and encourage your classmates to complete the suggestion slips regularly	Myra, Robin Arran, Josh	29/09/25
Help pupils put their logins in their homework diaries	Arran and Robin	29/09/25
Session 1 club to be organised in each school to share the digital skills of logging on, accessing emails & bookmarking websites (P5 – 7), Scanning QR codes (P1 – 4) and being safe online (All)	Myra & Robin Arran & Josh	26/09/25
Session 2 club to be organised on coding SJ (Ross and Callum) & PP (Josh & Arran) Digital Leaders will run the first coding club for senior pupils. Other clubs can be planned at a later date through pupil choice)	Ross & Callum Josh & Arran	03/11/25
Session 3 club to be organised on simple coding instructions or Sphero Minis for junior pupils. (other clubs can be planned at a later date through pupil choice)	Myra & Robin Arran & Josh	01/12/25
Work together across the partnership to organise events for Internet Safety Day (using Teams meetings and emails)	Digital Leaders Ms. Whorlow	By 10/02/26
Regularly share ideas for Digi-Club activities by email with the digital leader team	Digital Leaders	Ongoing
Share a link for online safety advice with families – link in the minutes	Ms. Whorlow	15/09/25