

St Bridget's Primary School
Digital School Awards - Action Plan
Aug 2019- Aug 2020

Digital Schools Award
Key Contact: S. Mitchell (SM)

Action	When	Where	Who	Costing/ Resources	Evaluation
Write a whole school policy	October 2019	St Bridget's	SMT, staff and digital leaders	n/a cost Time at a staff collegiate night.	SM led the staff at a collegiate night, checked over with the Head teacher and shared with senior pupils the school policy. It has been shared on the school website and with all staff.
Set up the Digital Council	August 2019	St Bridget's	Primary 1-7 SM	n/a cost Room Register taken each week.	The digital council runs every Tuesday. It has been very positive this year and they have used a 3D printer, visited the local library, learned new coding skills, games-based learning and tied in with North Ayrshire Council's Digital Learning Officer.
Establish Digital Leaders	Sept' 2019	St Bridget's	SM and senior pupils	Buy badges online	Digital leaders have been successfully interviewed after

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				'Tick Tock Techers' the Council name.	completing an application form. They visit classes and work with pupils throughout the week preparing ICT and supporting learning.
Run CLPL for staff	On-going throughout the year	St Bridget's	SM and D. Hopkins	n/a	As of May 2020, more than half the staff including two Early years practitioners have completed their Apple teacher training. Staff have updated their skills using the Promethean Academy modules and two teachers have been recognised as Microsoft Educators.
Audit Digital use in the school	On-going throughout the year	St Bridget's	SM	n/a	Mr Mitchell completed the audit of ICT equipment as required by the local council. All equipment was accounted for and any repairs had been reported. Action - Every Friday the Digital leaders visit each class teacher to see if anyone needs any repairs or ICT jobs logged.

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Take part in Digital Learning Week	April/May 2020	St Bridget's	SM and whole school	n/a Photocopy and/or email resources to all staff.	Due to lockdown this had to be done remotely online at home this year. Some pupils tweeted their work.
Digital leaders to lead small assembly about Internet Safety	At a suitable time throughout the year.	St Bridget's	SM	n/a cost Power-point	The Digital leaders confidently led a power-point presentation to the whole school about how to keep safe online such as sharing Top tips for passwords, websites, what to do if you worried and apps.
Start self-evaluation part of the award - online	Nov' 2019	St Bridget's	SM and Digital Leaders	n/a Access to internet	The Digital Leaders along with SM led the self-evaluation and ensured that we reached above 70% on each of the 5 criteria. SM met with staff from Mayfield and Blacklands Primaries who are also on the journey for support and advice. Action - start to keep more evidence of what we do.
Ensure the school has posters and up to date advice around the school.	Dec' 2019	St Bridget's	Digital Council	n/a cost Print out and laminate posters.	The school has many posters made by the Council and Leaders up throughout the

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					school such as app advice and how to stay safe using the internet.
Set up a Green screen/filming club.	Jan' 2020	St Bridget's	SM and Digital Leaders	n/a cost A suitable room.	This has not been possible this year and will be looked at next year. However, the green screen has been utilised in the classes throughout the school such as during Spanish lessons.
Ensure the school website is up to date and has appropriate information on it.	Ongoing throughout the year Aug' 19 and March 20	St Bridget's	Pupils from Digital Council and Digital Leaders	n/a	The website is monitored regularly. Only recently has a counter been added. GDPR has been ensured and photographs and names have been taken off the website. The group collated some useful websites and links and added them to the website for people to access. SM recently added a link to the Early years blog and school twitter account. Action - continue to add and edit the website.

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Attend Glasgow Apple Store training	Dec' 19/Jan' 2020	St Bridget's Glasgow City Centre	SM/ Digital Leaders	Train tickets Risk assessment (SM to oversee)	The leaders learned all about how to code Spheros which is slightly different from the Barefoot and Scratch coding that they pupils normally do. A great experience had by all and we explored the city too. Action SM hopes that this will be an annual (at least hopefully termly) trip.
Attend VR training and use with a class.	Jan 2020	St Bridget's	SM and Digital Leaders	n/a	The Digital leaders were excellent at timetabling the VR headsets and Spheros (on loan from NA Council to all classes throughout the week. They acted responsibly when supporting people with, modelling and looking after the equipment.
Apply for Digital Schools award	May 2020	St. Bridget's	SM/ Head teacher/ Digital Leaders and Council.	n/a	Unfortunately, the pupils have not been as hands on in this action as previously hoped due to school closures. Thankfully all evidence had been collected steadily throughout the year.

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					SM collated recent evidence from throughout the year and the year before.
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