



To: Headteachers of all schools

Date: 16 December 2002

Your Ref:

Our Ref: JB/gms

Path:

112002\_2003 ICT ADVISORY TEAM PROJECTS INNOVATION PROJECT APPLICATION FINALLET.DOC

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Dear Colleague,

### **RE: Learning Through Innovation Project**

The purpose of this letter is to invite colleagues formally to apply to participate in the Learning Through Innovation Project. You will know from the letter dated 20 November that the DfES are intending to support the project. We are still awaiting formal confirmation of this but, due to the short timescales involved, it is necessary to begin the application process as soon as possible.

The two consultation sessions on the project gave an indication of possible ways for schools to demonstrate their commitment to the project. Taking school views into account it was decided that this could best be demonstrated by schools contributing to the cost of supply cover for the training.

Interested colleagues are invited to complete the attached pro forma. The application form enables colleagues to indicate whether they would like to be involved as a full pilot partner or as a 'buddy' school by ticking the relevant box. Any school which applies to be a pilot school will be given first priority to participate as a 'buddy' school if they are unsuccessful.

Primary and special schools need to identify three key personnel to be involved in the project, one of whom should be the head teacher. Secondary schools may identify up to eight personnel to be involved in the project. Ideally one of these should again be the headteacher but an alternative may be to nominate the curriculum deputy as the lead person.

The schools selected will include:

- Geographically spread participants to maximise the impact of the project
- A variety of different school types
- Colleagues who are prepared to offer the required level of commitment

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The DfES have indicated that there will be funding for the project for next term and therefore the selection process will need to take place in the early part of the term so that training can be planned. The proposed date for the intensive training will be the week beginning 28 April and this may affect some schools ability to participate.

### **Pilot School Information**

Successful pilot schools will be provided with some hardware funded through the project to include a computer, interactive whiteboard and data projector. Most of the cost of the intensive training will be met by the project.

As part of the school commitment primary and special schools will have to fund the supply cover for one member of staff to attend the 5 day intensive training and secondary schools will need to fund supply cover for two staff members to attend the same training (10 days in total). Pilot schools must also be prepared to target some of their NGfL funding to cover software costs over the next two financial years.

The school must also be prepared to target some INSET and staff meeting time over the next two years in support of the project and be prepared to work with a buddy school.

### **Buddy School Information**

A buddy school must be prepared to release colleagues to visit the pilot school and to allocate some INSET and staff meeting time to work jointly with the pilot school.

If you have any queries about your application please contact a member of the Learning Through Innovation Project team (contact details below).

Yours sincerely



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