



«FirstName» «LastName»
«Company»
«Address1»
«Address2»
«City»
«State»
«PostalCode»

Date: 14 May 2003
Your Ref:
Our Ref: JB/gms
Path: \\2002-2003\ICT ADVISORY TEAM\PROJECTS\INNOVATION PROJECT\TRAINING\POSTTRAINING-LET.DOC
Enquiries to: Jo Briscoombe
Tel: (01454) 863272
Fax: (01454) 868967
Email: jo.briscombe@southglos.gov.uk

Dear «FirstName»

LEARNING THROUGH INNOVATION PROJECT AND EQUIPMENT

Thank you for your school participation in the training last week. All attending delegates worked extremely hard throughout the week to ensure that the training was successful. The evaluations were extremely positive and thank you to those colleagues who have e-mailed with further comments. The project was featured last week in the NAACE newsletter (National Association of Adviser for Computers in Education) which means that information has been circulated nationally to Advisers and Consultants.

All paperwork handed in to the Project Management Team has been put in to the school post. Please can I ask you to return the individual mind maps to the members of staff concerned.

Money to pay for supply cover for the agreed number of participants/days for the training will be journalled into school budgets shortly.

I would like to clarify information regarding equipment and software being provided through the project.

Hardware

Each school received a free web cam on the last day of the training from Tag education. This can be used for animation work. Can I just emphasise that this camera was a gift from the company to each school and schools are under no obligation to the company in respect of this gift.

You have also received a microphone through the school post to go with each of the laptops provided through the project.

A number of schools that are using their new laptops with their Promethean interactive whiteboard have identified the need for a serial cable to connect their whiteboard to the laptop. If you are in this position please let me know as Promethean have agreed to supply

these cables and I can order them centrally. The newest whiteboards were supplied with both cables so this should only affect a small number of schools.

Software Licences

Schools have had the following software purchased for them though the project.

Microsoft Office – a licence for each laptop provided, enclosed

QuickTime – a licence for each laptop provided, enclosed

Inspiration – a number of licences for use within the school, you have already received your copies of these

Paint Shop Pro – a number of licences, the LEA hold the licence centrally and I have attached the copies showing how many licences your school can install

The last 2 pieces of software have already been installed on the laptops provided through the project. This means that your school will need to decide where to install the **remaining** licences and make arrangements with your technical support team for this to be done.

Please could you consider any further purchases you would like to make with school ICT funding to support the project. I intend to organise a bulk purchase deal for software and hardware which I will circulate to all South Gloucestershire schools shortly.

Web Site

Materials used during the training are in the process of being put on the web site for access by project participants. This will initially be password protected and I will send details shortly.

All schools are now in partnership groups and I have attached a list of the schools and groupings for your information. On the final day of the training schools began to plan how the training would be disseminated within their partnership group. A member of the Project Management Team will be visiting each school shortly to discuss proposals for dissemination within schools and to address any queries arising following the training.

The team also plans to attend meetings with partnership groups and to work with groups on their wider dissemination strategies. If your group has already planned a meeting please let me know as we should be able arrange meetings to fit in with this. The Project Management Team would also like to form a steering committee to plan the future development and wider dissemination of the project and each partnership group might like to consider nominating a representative for this forum.

Yours sincerely



Jo Briscoe
ICT Adviser

cc: Julie Embury
encs