Viridis Schools The Federation of Orchard Primary School, Southwold Primary School, Hoxton Garden Primary School

Digital Leaders Cross Site Meeting agenda– Orchard – 01/07/2024

Attendance:				
Orchard		**Southwold**		**Hoxton Garden**
Mr. Hoary : Grace, Jesper, Jenai, Alan and Noe		Mr Modinos: Samuel, Yvonne, Aymen, Vuk, Lily, Bobby		Miss Jordan: Quiarra, Raquel, Sean, Victoria, Jahmaya, Aisha
Item	**Discussion/Tasks**			**Action**
Action from previous meeting:	• Deliver key messages at the beginning of a lesson • Continue to use landing page to promote knowledge of focus area of computing • Ensure hardware is securely stored in the correct trolley to avoid missing equipment			-
	Orch We have been using the E-Safety document in lessons to help us know what to say each week We regularly have time to check all of the hardware around the school to make sure they are placed back into the correct trolleys.	SW I share my safety message every week with my class and remind them to tell an adult if something upsets them. We are responsible for making sure the iPads and chrome books are put back into the correct spaces after our lesson.	HG We have been using the landing to help us understand which area of learning we are looking at that lesson. We also have our key safety messages stuck on the wall so we can deliver them at the start of each lesson.	Ensure the Key Internet Safety Messages document is consistently used across all classes and year groups. Continue to promote this as ICT leads and Digital Leaders. Digital leader continue to monitor hardware and ensure all items are accounted for.
Landing page and key vocabulary slide and the impact on core vocabulary	What technical words have you learnt? Can you explain what they mean? Can you explain what computer science / digital literacy / information technology is?			
	Orch We learnt about how to use spreadsheets as part of information technology. We	SW We learnt about coding which is part of computer science and we used	HG We have learnt lots of new vocabulary in ICT this year like orbit which means to turn	Continue to promote the use of key vocabulary articulation during lessons.

	used Google sheets and input data to create charts I remember the word cell, a cell is the name of the small boxes in a spreadsheet.	Scratch. We ordered commands and made an algorithm to tell sprites what to do. I learnt the word sprite, a sprite is a character that can be manipulated in scratch.	the screen around and dimension and design when we were using SketchUp. We have learnt about the hardware and software of the computer which is a part computer science. We learnt about communicating by email which is a part of digital literacy.	
Online Safety/ Problem and Praise	What are the key areas of online safety? How is e-safety linked with your PSHE unit? Have there been any ICT based problems in the 'praise and problem' box? How can we communicate online safety advice better to children and parents?			
	Orch E-safety has been focused on online identities this year. We learnt how people can create a new online identity which isn't who they really are. There have been a few messages about E-safety in our problem and praise box but we just talk it through as a class.	SW We could alert parents by weekly or monthly texts as a reminder about how to be safe online. If there is a problem about unkindness online, our teacher will talk about it with us and we sort it out. Their advice is 'Block it, Report it' then tell an adult you trust. We share online safety	HG We remembered to keep information private and to not speak to people who you do not know online. We know about age restrictions for apps and websites. We had a problem and praise about a misunderstanding online when people were talking. We sorted it out and	Digital Leaders to continue to monitor their peers and place items in problem and praise boxes to be discussed.

	We should put E-safety messages in our newsletter for parents.	messages in numerous assemblies and coffee mornings. We know to keep passwords private.	talked about it to make sure we are aware of how to be safe and when to ask for help from an adult.	
Next steps for Digital Leaders – thinking ahead to next year **What could empower you as a Digital Leader more?** **How could your role as a Digital Leader be developed?**	Orch- Digital Leaders could have their own online chat so we could communicate with the Digital Leaders from all schools. SW- We could hold a lunch time computing club where we teach children how to use apps and programs if they are finding our lessons challenging. HG- We could deliver a coffee morning to parents at the start of the year to help them with any computing issues they have. We could help them learn how to use apps too.			
AOB	N/A			