

Northern Grid

Innovation Bids Project Plan



Name of project:	Developing Writing Skills Using New Technology Hardware
School Name:	George Stephenson High School
Northern Grid contact:	Mick Young
<i>Full contact details for project leader:</i>	
Name:	Louise Dunn
Position/Job title:	Curriculum Leader: English
Direct email:	Louisedunn0@googlemail.com
Schools address:	Southgate Killingworth Newcastle Upon Tyne
Postcode:	NE12 6AW
Mobile tel no:	
School tel no:	0191 2008347
Total funding: £1875	

Complete each of the following sections and delete the guidance notes in italics once completed.

Overview of Project

1 Aims and Objectives

To improve language development and literacy skills by making use of the existing competencies and skills that young people display when using modern technology.

2 Overall Approach

A cohort of Year 7 students will be identified to take part in the case study. Criteria for selection will include: low writing scores on KS2 SATs, low reading and/or spelling ages, lack of motivation with regard to home learning and unwillingness to complete written tasks. It is anticipated that a high percentage of these students will be boys. The cohort will then complete a short on-line questionnaire about their attitudes to English, Home Learning and writing. Hand held keyboards with SMS text translation and predictive software will be issued to Year 7 students for use in English lessons and to complete home learning tasks. Throughout the case study students' progress in terms of writing and motivation levels will be monitored through classroom observation, work sampling and discussions with students.

3 Project Outputs

- *Increased student engagement in lessons*
- *Improved quality and quantity of home learning*
- *Improved spelling*
- *Extended use and control of complex sentences*
- *Develop the use of appropriate language to suit the context and purpose*
- *Encourage collaborative writing*
- *Report of project's effectiveness shared with Department/school/neighbouring schools*

4 Project Outcomes

Increased involvement of students in work set

- *Higher rates of on time home learning completion*
- *Improved use of vocabulary*
- *Improved spelling*
- *Appropriate use of language styles*
- *Evidence of collaborative writing*

5 Risk Analysis

	Risk	Likelihood (1-5)	Impact (1-5)	Score (Lx I)	Action to Prevent/Mitigate Risk
1	Long term illness of team member	1			Build in back-up of key team members. Ensure all team members have good overview of whole project.
2	Staff changes during period of project	1			Be aware/have on board potential replacements.
3	Staff unable to participate fully	1			Ensure staff release time is agreed with Head/HoD at start of project and they have reviewed workplan for finalising with RBC manager.
3	Budget runs out	?			Project manager will review budget expenditure on a weekly basis.
4	Resources require copyright license so it can be shared	?			Apply for license using template provided by RBC. If license isn't provided source alternative resource.
5	Materials not well received during trialling period.	1			Ensure staff/subject experts are fully involved from the start of the project.
6	Project runs out of time	1			Project manager will monitor the workplan on a weekly basis and make adjustments as required in discussion with their RBC manager.
7	Completed materials don't meet requirement for accessibility, inclusion and interoperability,	?			Work to requirements and standards recommended by Becta. Trial with range of learners.
8	Partner school doesn't play it's full part in the project	1			Ensure partner fully involved in planning and kept up to date with developments. Invite to team meetings.
9					
10					

6 Technical and Pedagogic Development

The case study will be shared with the English Department and other interested parties in our school. This could include copies of the findings, CPD sessions or whole school feedback. The case study will also be published on the school portal. Key findings and photographs of students using the device will be included in an article in the school magazine Evolve.

Project Resources

7 Project Management

Name	Role	Time allocation	Contact details
Louise Dunn	English Curriculum Leader	?	0191 2008347
Marie Hindmarch	LA ICT Advisory Teacher	?	?
Mick Young	Northern Grid Liaison		

Intellectual Property Rights

Copyright and IPR permissions need to be obtained any resources included in the outcomes of the project. Clearance needs to be sought for educational use so they can be made freely available to other schools.

Copyright in the created materials and support materials will be released to Northern Grid in perpetuity so they can be used freely by schools within the Northern Grid and NEN.

Commitment

I agree to work on theDeveloping Writing Skills Using New Technology Hardware..... project for the Northern Grid for Learning.

I agree to check the copyright of resources used by the project.

I understand that any work or product produced in whatever form, carried out, completed or developed by the above-mentioned school, within the project remit is the legal property of Northern Grid for Learning and that I undertake not to claim Intellectual Property Rights for the said work or product.

Signed by the Project Manager:

Print Name:

School Name:

Position:

Date:.....

Signed by the Head Teacher:

Print Name:

Date:.....

Appendix 1 – Workplan

Action	Milestones	Timescale	Resources / Costs	Responsibility	Success Criteria	Monitoring and Evaluation	Comments
What will you do	Measurable component	Target date	Time / materials / cost / people	Who checks to see it is done	How will you know it has been done	Strategies for tracking progress	
Phase 1: Exploration							
1. On line questionnaire for students		By Oct half term	ICT support, use of IT room	LDU	Completed questionnaires	Classroom observation, discussions with students, work sampling, regular review of assessment data, parental feedback, conversations with colleagues.	
2. Identify cohort of students		By Oct Half term	Student data, results form questionnaire	LDU	List of students with prior data and answers from questionnaire	As above	
3. Issue students with handsets and software on memory stick		November 5th	MH, time to visit school and students	MH/LDU	All students have own handset and software	As above	

4.							
5.							
6.							
7.							
Phase 2: Creation							
8. Train students how to use handset and software		15 th November	Arrange time to visit class	MH	Students can use the technology competently	As above	
9. Contact parents by letter to explain the project		15 th November	LDU to draft letter to send home	LDU	Parents aware of project	As above	
10.							
11.							
Phase 3: Delivery and testing							
12. Students use handset to complete home learning tasks		On going from 15 th November	Home learning set each week	Students and LDU	Home learning tasks completed on time	As above	
13. students use handset to complete key written pieces in English		As above	Two key pieces required for current scheme of work	As above	Completed key assessed pieces, photographs, testimonials from students, classroom observations, work sampling.	As above	

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14. Re test for spelling/reading age		As above	Time from English lessons to re-test	SEN department	Up dated data	As above	
15. Answer baseline questionnaire		As above	As above	LDU	Completed questionnaires	As above	
16.compile findings in case study report		January 2009	Time to collate results and write report	LDU	Case study written and findings shared.	As above	

Appendix 2 – Budget template

Add other items as required. These areas should match resources identified in the workplan

	Quantity	Cost	Total £
Teacher release			
Project management			
Materials development support and design			
Hardware / software			
Administration support			
Technical support			
Expertise (<i>define</i>)			
Travel costs			
etc			
TOTAL			£

Appendix 3 – Payment schedule

This information will go to the Northern Grid admin team who will only release funds on receipt of an invoice and confirmation that the action has been completed.

Deliverable (action from project plan)	Date	Payment