

Check for ICT Days

- Where will we be working? The hall is an ideal workspace for all our ICT days.
- Is there outside access? This is useful for the data logging day, although working in a classroom, with access to the hall is also fine.
- Are there power points?
- Will the hall be needed over lunch time? Allow 20 minutes to pack up for each of the ICT days. Less time is needed if the tables can be pushed over to the side, or if there is help available.
- Will the hall be needed at the end of the day? It takes about 40 minutes to pack away at the end of the day. Please allow time for this in your planning.
- Are the children working in groups? We have 12 sets of equipment for all our ICT days, so the average Key Stage 2 class will work in groups of 3.
- Have I checked on parking facilities? As there are lots of boxes to unload, it is useful for us to know if we cannot park on the school grounds.
- Will the children need any equipment? For the Data Logging Day the children will need to be in PE kits. For the other days no extra equipment is needed.
- Are there any children with special needs? All our ICT Days are accessible for those with physical special needs, please let us know in advance so we can have the appropriate activities prepared.
- Do I need an invoice before the day? We like to collect a cheque on the day. If you need the invoice in advance please let us know and we will send it to you.
- How many tables will we need? We generally use 12 tables with 3 chairs per table for the children, plus a table for us to work on.