Digital Leaders Action Plan – 2024/2025

Cynllun Gweithredu arweinwyr digidol – 2024/2025

Date/Dyddiad:				Members Present/Aelodau:			
What do we want to achieve this year? Beth?	**Who will do this?** Pwy?	**When will we action this?** Pryd?	**Who will support?** Pwy?	**What resources do we need to achieve this?** Adnoddau?	**What will the impact be on the school?** Effaith?	**Review** Adolygiad (RAG)	
						Spring Term	**Summer Term**
1. Digital Leaders to hand out Digital Hero award certificates in assembly.	Digital Leaders.	Every Friday (Seren yr Wythnos).	Mr. Culpin. Mrs. Davies.	Certificates, Laptop, Assemblies, Possible Digital. Hero frame.	To encourage pupils and staff to encourage students to improve their digital competency.		
2. Digital leaders to help/lead digital sessions in foundation phase classes.	Digital Leaders.	During session times provided by class teachers.	Mr. Culpin. Mrs. Davies.	Digital devices.	To encourage Leadership and to help younger pupils develop their digital skills.		
3. Provide updates to the Digital Competence Framework (DCF) display board.	Digital Leaders.	Every Friday. (After Assembly).	Mr. Culpin. Mrs. Davies.	Whiteboard, Whiteboard pen.	To ensure there is progression throughout school.		
4. Create online safety posters that can be displayed in each classroom.	Digital Leaders	By the end of spring term.	Mr. Culpin. Mrs. Davies.	Laptops, Adobe Express, Printer.	To provide guidance to pupils on developing their digital citizenship.		
5. Provide tech support guidance for all pupils and staff.	Digital Leaders.	By the end of spring term.	Mr. Culpin. Mrs. Davies.	Device to notify Digital Leaders	To allow peer to peer help to resolve technical issues.		

6. Design a Digital Leader's logo and make hats/badges.	Digital Leaders	By the end of spring term.	Mr. Culpin. Mrs. Davies.	Laptop, Paper, Adobe Express, Colouring pencils.	To create a logo for the Digital leaders posters and Digital Hero frame.		
7. Ensure all laptops are locked away and are on charge.	Digital Leaders	Every day.	All class teachers. Mrs. Davies.	Laptop chargers, Laptop cupboard, Laptop cupboard key.	To ensure all devices are charged and ready to be used again.		
8. Provide extracurricular activities that can take place during the ICT club.	Digital Leaders	Every Tuesday. (ICT club).	Mr. Culpin. Mrs. Davies.	Laptops, Any extra resources needed for activity to take place.	To provide peer to peer activities for the ICT club to participate in.		
9. Half-termly meetings.	Digital Leaders	Every Half Term.	Mr. Culpin. Mrs. Davies.	Paper, Laptop.	To ensure the Digital leaders are happy with the progression throughout school and ensure they are having an input in their learning.		
10. Update the school website, twitter and Facebook with the BYW (video recordings) and extra resources.	Digital Leaders	Every Tuesday. (ICT club).	Mr. Culpin. Mrs. Davies.	iPad, Laptops, Social media.	To encourage parents to use digital devices at home with their children.		
11. Create a bank of helpful ICT online games/resources to use in classes.	Digital Leaders	By the end of Spring Term	Mr. Culpin. Mrs. Davies.	Laptops, Google classroom.	To encourage children to learn through fun and engaging ways.		