



CCL Whole School Visit Record

Please complete page one only in advance of the link observation visit.

Country	
Date of Visit	
Name of School	
Primary/ Lower Secondary Upper Secondary (include specialism – if appropriate)	
Name of Headteacher/Principal	
Total Number of Students	
Total Number of Teachers	
Address	
E-Mail Contact for Headteacher	
Telephone Number	
Mobile Number	
School Web Address	
Name of CCL Project teacher	
E-Mail Contact for CCL Project Teacher	
Name of Observer	
Other Important Information	



Areas of interest	Notes/Responses
<p>The University would like to interview the Headteachers and CCL teachers about the implementation and use of the tablets. Please use this sheet to note any particular areas that you would like to discuss.</p>	
<p>1 Context</p> <ul style="list-style-type: none">• Socio-economic description• Amount of time tablets have been in place and how they were implemented.• e.g. 30 tablets in use since September 2012	
<p>2 School Leadership</p> <ul style="list-style-type: none">• Role of the Headteacher/Principal• Role of key people in school who lead the development of ICT/learning technologies• ICT development plan and the role of tablets• School improvement plan• School website• Funding	
<p>3 Resources</p> <ul style="list-style-type: none">• Buildings and Layout• Infrastructure and Connectivity• Technologies Available• About the hardware• About the software/applications• Teacher Access• Student Access• Ownership	



Areas of interest	Notes/Responses
<p>The University would like to interview the Headteachers and CCL teachers about the implementation and use of the tablets. Please use this sheet to note any particular areas that you would like to discuss.</p>	
<p>4 Creative Classrooms Project</p> <ul style="list-style-type: none"> • National support • Collaboration /exchange at national level with other CCL teachers • Learning Scenario - Flipped Classroom, Collaboration, Content Creation and Personalisation - Suitability and Level of Adaptation • Learning Activities • Project Success • Project challenges • Added Value of Using Tablets • Next Steps 	
<p>5 General Integration of ICT across the school Integration of the use of the tablets</p> <ul style="list-style-type: none"> • Learning and Teaching • Curriculum • Assessment/Evaluation • School day and timetable • Extra-curricular activities • Social Spaces 	
<p>6 Digital Competence of Teachers Across the School</p> <ul style="list-style-type: none"> • Professional Development • Training • Staff available • Resources Allocated (including time and money) 	
<p>7 Technical Support</p> <ul style="list-style-type: none"> • What support is available and how do you access this? • Costs of technical support 	



Areas of interest	Notes/Responses
<p>The University would like to interview the Headteachers and CCL teachers about the implementation and use of the tablets. Please use this sheet to note any particular areas that you would like to discuss.</p>	
<p>8 Personalisation of Student Learning</p> <ul style="list-style-type: none"> • Technology used to support student learning • Technologies used by the student within the lesson • Technologies used by the student beyond the lesson • Bring Your Own Device 	
<p>9 Partnerships and Networks</p> <ul style="list-style-type: none"> • Evidence of partnership/network activities • Links to commercial partners • Communicating and working with Parents 	
<p>10 Learning Spaces</p> <ul style="list-style-type: none"> • School Website • Virtual Learning Environment • Web Presence • Library/Learning Centre • Staffroom/CPD Areas • Dedicated ICT Space • Specialist Rooms/Areas 	
<p>11 Areas of Innovation, Change and Sustainability</p> <ul style="list-style-type: none"> • The observer will document examples of innovation and change that are highlighted by the school. (As agreed with the CCL teachers) • How is the school paying for the cost of the tablets now (and in the future)? • Is there a plan to extend the project beyond existing classrooms? If so, how? 	
<p>12 Mainstreaming and Upscaling</p> <ul style="list-style-type: none"> • The observer will document specific examples of the implementation of tablets that could be mainstreamed and upscaled. (As agreed with the CCL teachers) • Potential barriers and enablers (in the tablet pilot implementation) 	

Other points you may wish to discuss.



The work presented on this document is supported by the European Commission's Lifelong Learning Programme - project Creative Classrooms Lab (Grant agreement 2012-5124/005-001). The content of this document is the sole responsibility of the consortium members and it does not represent the opinion of the European Commission and the Commission is not responsible for any use that might be made of information contained herein.

