

Digital Leaders Meeting agenda and minutes– 16/1/25

Attendance:		
Ms Jordan		
Hoxton DL's		
Item	Discussion/Tasks	Action
Action from previous meeting:	<p>Have computing leads distributed laminated copies of e-safety messages to all classes for display and as a reminder to share them at the beginning of each lesson?</p> <p>Have teachers shared messages from the 'Problem and Praise' boxes?</p> <p>What progress has been made in preparation for Safer Internet Day?</p> <p>Was it a success?</p> <p>What was the outcome?</p> <p>Has anything been completed since?</p> <p>How could it be improved this year? What are the next steps?</p>	
	<p>DL's have laminated copies of e-safety messages in each class.</p> <p>Teachers are sharing scenarios from the 'Problem and Praise' box</p> <p>Work on cross site project has begun</p>	Continue to support DL's to further embed delivery of key messages (online safety actions)
Online Safety	<p>What are the key areas of online safety?</p> <p>What are you learning about in classrooms?</p> <p>Are you delivering the weekly safety messages at the beginning of each computing lesson?</p> <p>Is there anything we could do to make this easier to manage/remember?</p> <p>Has using the problem and praise box to share weekly messages linked to online safety been successful?</p>	<p>Computing leads to remind class teachers to allow children time to share messages</p> <p>Computing leads to remind staff key vocabulary slides to share messages, as reminder for staff and DL's to endure consistency across all sites</p>

	How can we build on this?	DL's to continue to share weekly messages and scenarios in problem and praise box linked to E-Safety Make more links with PSHCE lessons
Safer Internet Day	Safer Internet Day 2024 will take place on the 6 th of February 2024, with celebrations and learning based around the theme 'Inspiring change? Making a difference, managing influence and navigating change online'.	
	<ul style="list-style-type: none"> • Computing leads have registered for Safer Internet Day • Schools have registered for online e-safety assemblies on the day 	Computing leads to share Safer Internet Day memo with class teachers Brief DL's on assemblies for Safer Internet Day
Cross Site Project	<p>What are your ideas for the focus of the cross-site project?</p> <p>What could be the focus of our digital posters?</p> <p>How will we present them/hardware/program/website?</p>	
	<ul style="list-style-type: none"> • Digital leaders met locally and began to outline initial designs for a digital poster based on e-safety. • They discussed how they would present the posters • Work began on initial ideas for posters • Computing leads met and Hoxton Garden will take Sid's top tips numbers 3 and 4 to create our poster. Date for completion is Monday 29th January 	<p>DL's to meet locally on 29/1/24 to complete the design using animation software on https://www.renderforest.com/animation-maker</p> <p>Computing lead will forward children's work to Justina for finalising any technical issues and prepare for school website</p>

<p>Next steps for Digital Leaders</p> <p>How can we build on your role this year?</p> <p>Are there any responsibilities you want to take on this year or would like to improve?</p>	<p>DL's to have time to complete section of the digital poster with computing leads</p> <p>Each site to share their section of draft slides to Justina by 31/1/24</p> <p>Prepare DL's for SID 2024 i.e assemblies</p> <p>DL's to continue to submit P&P each week linked to E-Safety</p>
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