

# Self Assessment

This Self Assessment tool is designed to enable schools to quickly work out where they stand in terms of being able to run a successful 1:1 programme and to encourage them to make use of the additional help tools that the e-Learning Foundation has developed.

Each of the questions below has a simple 'No / Not Sure / Progressing / Yes' answer but only the 'Progressing and 'Yes' answers win points. The responses generate a total score from which you can identify your 'Readiness Statement'.

### Strategy/SMT commitment

- |  | NO                         | Not sure                   | Progressing                | YES                        |
|--|----------------------------|----------------------------|----------------------------|----------------------------|
| 1. Are you clear about your reasons/objectives for considering an equity programme/provision of 1:1 access?                              | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 2. Does the idea have clear support from the Headteacher and the Governors?  | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 3. Is the Senior Leadership Team clear about what they expect from the teaching staff in terms of using ICT in and beyond the classroom? | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

### Infrastructure

- |  |                            |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|----------------------------|
| 4. Can pupils access the school network wirelessly across the whole campus?                        | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 5. Is there a VLE in use and is it well resourced to ensure it is used by all teachers and pupils? | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

### Finance

- |  |                            |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|----------------------------|
| 6. Have funds from the school budget been identified and allocated to the programme?   | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 7. Have you established what an affordable parental monthly donation will be and estimated the value of parental donations in the programme? | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 8. Do you understand the HMRC rules on Gift Aid?   | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

### Parental engagement

- |   |                            |                            |                            |                            |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| 9. Is there a strong relationship between the school and the parents and local community i.e. are most parents engaged with the school on a number of fronts? | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 10. Is the VLE or other similar portal available for parents to log into?   | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

### Implementation issues/tactics

- |   |                            |                            |                            |                            |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| 11. Have you decided which year group(s) to start with?   | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 12. Have you decided on the type of devices you want to use?  | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 13. Is there adequate technical support to manage a larger number of devices?                         | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 14. Have parents been consulted/surveyed about the idea?  | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| 15. Do you have the administration resources to handle the donation collection process and reporting? | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

### Timing

- |  |                            |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|----------------------------|
| 16. Have you set a timetable of events/tasks to be able to have everything ready for the go live date? | <input type="checkbox"/> 0 | <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
|--|----------------------------|----------------------------|----------------------------|----------------------------|

**Total score:**

#### Level C (0-16):

You are not ready to move to 1:1 provision yet. There are some important areas you need to make more progress on before you can make a successful proposal to your parents. Make use of our tutorials and other online resources to progress your programme.

#### Level B (16-26):

You are nearly ready to move to 1:1 access but there are a few important things you need to complete before you can launch. Your SLM will be able to help you resolve the remaining points.

#### Level A (26+):

Looks as if you are pretty much ready to launch to your parents and start providing 1:1 access to your pupils. Make sure you have signed up for the DMS so we can handle the administration linked to collection of donations, ask us about lease finance if you need additional finance, and check that any literature you plan to use has been cleared by the e-LF for HMRC/Gift Aid compliance.