

1. Purpose & Commitment

We are committed to using digital materials effectively to enhance learning, ensuring they add **pedagogical value**, promote **inclusivity**, and support **sustainable practices**. Teachers should feel confident using technology in their lessons and developing digital materials that enrich the learning experience.

2. Key Principles

Planning with Technology in Mind

- Teachers should integrate digital tools **at the planning stage**, ensuring they align with learning objectives and enhance lesson delivery.
- Thoughtful integration of technology should support learning rather than being used for its own sake.
- When planning, teachers should consider the **soft IT skills** of both themselves and their students, ensuring that digital resources are accessible to all.
- Teachers are encouraged to regularly assess how technology can **support engagement and deepen understanding** within their lessons.

BEST PRACTICE: Teachers seamlessly integrate a variety of digital tools, exploring innovative ways to enhance lessons.

Effective Classroom Integration

- Digital tools should be used in a way that actively supports learning, ensuring lessons remain interactive and engaging.
- Teachers should feel confident in their use of technology, **routinely creating and adapting digital materials** to supplement coursebooks and lesson content.
- Materials should be designed and used in a way that promotes a **balance between content, context, and language**, making sure digital resources remain pedagogically effective.
- Not all learners will have the same level of digital competence, so lessons should remain inclusive by offering alternative ways to engage with materials where necessary.

BEST PRACTICE: Teachers innovatively incorporate technology to transform learning experiences.

Collaboration & Best Practice Sharing

- Sharing ideas and resources is key to improving digital teaching practices. Teachers should actively **collaborate with colleagues** by exchanging materials, discussing best practices, and co-designing resources where possible.
- Professional development opportunities such as **INSET training, webinars, and peer mentoring** will be available to help teachers refine their digital teaching strategies.
- By working together, teachers can build their confidence, discover innovative approaches, and ensure that digital materials are being used to their fullest potential

BEST PRACTICE: Teachers proactively design materials that are fully inclusive, catering to all learning styles and needs.



Training & Professional Development

- Ongoing training will be provided to ensure teachers can develop and use digital materials effectively. This will include:
 - **INSET days** dedicated to digital teaching strategies.
 - **Webinars and external training** on emerging tools and techniques.
 - **Opportunities to collaborate with colleagues** to exchange ideas and refine resources.
- Teachers should feel empowered to **develop their own digital materials** and **adapt existing resources** to suit their students' needs.

BEST PRACTICE: Teachers seek out and lead professional development opportunities, supporting colleagues.



Sustainability & Paper Reduction

- The use of digital materials should contribute to **reducing paper consumption**, supporting the school's commitment to sustainability.
- Where printing is necessary, teachers should optimise materials to **minimise waste** while ensuring accessibility for all learners.
- Teachers are encouraged to **increase their use of digital materials** where possible and **find ways to make their teaching more sustainable** without compromising student learning.

BEST PRACTICE: Teachers actively promote sustainability, leading initiatives to reduce paper use and improve digital practices.



Reflection & Continuous Improvement

- To ensure digital materials are effective, teachers should **evaluate their use before, during, and after lessons**.
- Reflection should be an ongoing process, with adjustments made based on student engagement, feedback, and overall learning outcomes.
- Teachers should consider not just the effectiveness of digital tools but also their **relevance, inclusivity, and impact on learning**.

BEST PRACTICE: Teachers continuously assess and innovate digital teaching methods, sharing insights with colleagues.

3. Monitoring & Review

- The effectiveness of this policy will be assessed through **teacher and student feedback**, lesson observations, and a review of paper usage.
- Training and policy implementation will be **reviewed annually** to ensure continuous improvement and relevance.