

Chief Executive Gavin Boyd



23 November 2018

To Principals of Primary Schools and Nursery Schools and Managers/Leaders of Pre-school Providers participating in the Pre-School Education Programme.

Dear Principal/Manager/Leader

DIGITAL ADMISSIONS – UPDATE NO. 3

Further to the letter from Mrs D Allen, Assistant Director Pupil Services and Procurement, dated 22 October 2018, I write to confirm the arrangements for training on the School Portal.

Please note that this training will cover use of the School Portal, a further communication will be issued shortly regarding the availability of materials to support parents in the application process, including a PowerPoint template for use on your open day if it is yet to take place.

Feedback received from school/playgroup leaders is that using the School Portal including selection/refusal of applicants is relatively straightforward. In light of this, the EA does not want schools/playgroups to feel that attendance at training is either compulsory or wholly necessary, particularly if you participated in either of the testing events.

Format of School Portal Training

There will be a number of one hour training sessions each day. The training will take the format of a PowerPoint presentation and a demonstration of the School Portal followed by time for questions and answers. Questions and answers provided will be published on the Digital Admissions Hub at <http://www.eani.org.uk/digitaladmissions> after the final training event.

School Portal Training Materials

The following training materials are available on www.eani.org.uk/digitaladmissions and I would suggest that you consider them in order to assist you in deciding whether to attend the sessions being offered next week:

- PowerPoint slides on use of the School Portal;
- Screen recording of the School Portal (issued last week); and
- Draft User Guide for the School Portal.

New screen recordings, including instructions and other resources are being developed and will be added to the website. I would emphasise that the draft manual will be updated further, particularly

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once the school portal becomes functional in January 2019. **No additional materials will be available at the training sessions.**

Session times

Hourly training sessions will be held in each of the locations detailed below. Please note the change of venue from North West Teachers' Centre to Lisneal College.

Date	Venue	Times
Monday 26 November 2018	Lisneal College, Derry City	10.00am – 5.00pm
Tuesday 27 November 2018	Omagh Technology Centre	1.00pm – 5.00pm
Wednesday 28 November 2018	Antrim Board Centre	10.00am – 5.00pm
Thursday 29 November 2018	Fortwilliam Centre, Belfast	10.00am – 5.00pm
Friday 30 November 2018	Clounagh Centre, Portadown	10.00am – 4.30pm

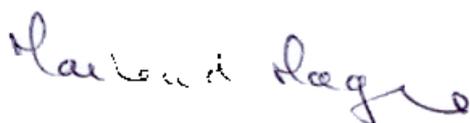
Having considered the literature available in the Digital Admissions Hub, if you decide that you still wish to attend, please book your place through Eventbrite by clicking on the following link:

www.eventbrite.co.uk/o/education-authority-17504373865.

If you are unable to secure a place at training next week, additional sessions will be provided in January 2019.

Please check www.eani.org.uk/digitaladmissions for the latest updates on this project.

Yours sincerely



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