Milton Keynes
City Council
HIGHWAY MAINTENANCE
ICT: Ordinarily Available Provision.
Schools
This electric vehicle is
100%
POWERED BY YOUR WASTE
September 2025
Version 1

Use of ICT in schools

Department for Education (DfE) Guidance on Technology in Education

The DfE provides comprehensive guidance for schools on using technology effectively and safely:

- **Digital and Technology Standards**: Schools are encouraged to meet DfE standards for infrastructure to ensure safe, cost-effective, and inclusive technology use.
- **Assistive Technology (AT)**: There's a growing emphasis on AT to support learners with SEND. The DfE has developed a **competency framework** and published evaluation reports to guide effective AT training.
- **Safeguarding and Data Protection**: Schools must align ICT use with safeguarding policies, including the *Keeping Children Safe in Education* statutory guidance and data protection laws.
- **Artificial Intelligence (AI)**: New guidance addresses ethical AI use, academic integrity, and data privacy in educational settings.

SEND Code of Practice (0–25 years)

This statutory guidance underpins all SEND support, including ICT-related provisions:

- **Inclusive Practice**: Schools must remove barriers to learning and ensure high-quality provision, which includes access to appropriate ICT tools.
- **Collaboration Across Services**: ICT use should be part of joint planning between education, health, and social care to meet individual needs.
- **Local Offer**: Local authorities must publish details of available ICT and assistive technologies as part of their SEND Local Offer.
- **EHC Plans**: ICT and AT can be specified in Education, Health and Care (EHC) plans where necessary to meet outcomes.

Guidance and useful information:
Using technology in education - GOV.UK
Crick Software - Education software - Crick Software UK
Updates - Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK Updated on 7th January 2025
Ordinarily Available: Ordinarily Available Provision - The ICT Service : The ICT Service
Teaching children with SEN and disability – Herefordshire Council
Online safety (e-safety) and schools | NSPCC Learning
SEND ICT - Support for schools and settings
ELP--ICT-Acceptable-Use-Policy-for-Children-and-Young-People-v3.pdf
SEND_Code_of_Practice_January_2015.pdf

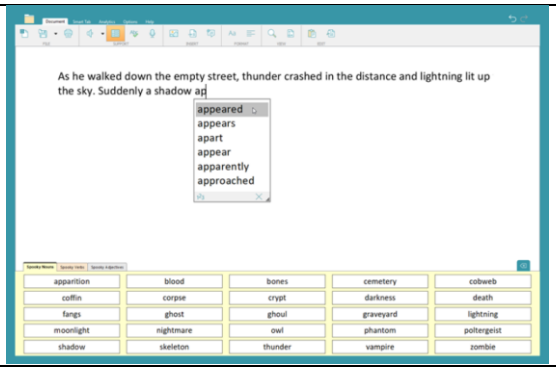
Ordinarily Available Provision

In today's inclusive classrooms, Information and Communication Technology (ICT) plays a vital role in supporting pupils with a wide range of learning needs. Ordinarily available ICT provision refers to the tools, strategies, and resources that are accessible to all pupils as part of everyday teaching and learning—without the need for formal assessment or additional funding.

This provision is particularly valuable for pupils who experience difficulties with spelling, writing, reading, organisation, and communication. By embedding ICT into classroom practice, schools can remove barriers to learning, promote independence, and enable pupils to access the curriculum in ways that suit their individual strengths.

The following sections outline how commonly available ICT tools can be used to support specific areas of difficulty, demonstrating how inclusive technology can enhance engagement, progress, and confidence for all learners.

Difficulties with reading written information, decoding and comprehension.	• **Use Text to speech:** Text-to-Speech • **Word document:** use the 'Read aloud' tool • **iPad:** Use of 'Speak Screen' Highlight text to read back. Visit Call Scotland website for detail information Text to Speech on iPads and iPhones • **Text-to-speech tools** to read digital text aloud. • **Customisable e-books** with adjustable fonts and background colours. • **Symbol-supported software** (e.g. Widgit Online) for visual reinforcement. • **Closed captions** on videos to support auditory and visual processing. •
Difficulties with spelling	• iPad: Ask Siri to spell a word **Word Doc:** • Right click words that are underlined with a red line so see spelling options. • Use 'Review' tab – select 'spelling and grammar' to view options of spelling of words. Use dictation tool to hear the word being said (Ideal for struggling readers) • Word Prediction tools **Clicker & Docs Plus (Cricksoft.com):** ➢ Predicative text and curriculum word banks. It will read back the words if the curser if placed over the word. Help with identifying the correct word to use.

	
Difficulties with handwriting, fine motor skills and organising thoughts.	• School to offer the use of a laptop, iPad or Chrome Book so that the CYP can use alternative means of communicating their ideas. • **Speech-to-text tools** (e.g. Dictate in Word, Google Voice Typing). • **Typing instead of handwriting** using laptops or tablets. • **Mind mapping tools** (e.g. Popplet, Kidspiration) to plan writing visually. • **Multimodal tools** like Seesaw or Book Creator to allow audio, video, and image-based responses.
Difficulties with phonological awareness, memory issues and inconsistent spelling patterns.	• **Spellcheckers** in word processors (e.g. Word, Google Docs). • **Word prediction software** (e.g. Clicker, Co:Writer) to reduce cognitive load. • **Text-to-speech tools** (e.g. Immersive Reader) to hear words read aloud. • **Phonics-based apps** (e.g. Nessy, Reading Eggs) for targeted practice. •
Difficulties with forgetting instructions, poor time management, and sequencing.	• **Digital planners and calendars** (e.g. Google Calendar, Microsoft Outlook). • **Visual timers and reminders** (e.g. Time Timer app). • **Task management apps** (e.g. Trello, Todoist). • **Note-taking tools** with audio/image support (e.g. OneNote, Google Keep).
Difficulties with extended vocabulary, EAL learners, speech and language difficulties.	• **Translation tools** (e.g. Microsoft Translator). • **AAC apps** (e.g. Proloquo2Go) for non-verbal pupils. • **Symbol-supported communication boards**. • **Interactive storytelling apps** to build expressive language.

Difficulties with typing	• Practise Touch Typing to develop speed and proficiency in typing. Some suggested websites: • Learn Touch Typing: Learn Touch Typing Free - TypingClub • BBC Dance Mat: Dance Mat Typing for 7 - 11 year olds - BBC Bitesize • Typing Study: Touch Typing Practice Online (Ideal for older CYP) • English Type: Dyslexia Touch Typing - Touch Typing Software | EnglishType • Nessy Fingers: Messy Fingers Touch Typing | Nessy • RNIB beginners guide to keyboard skills: • http://www.rnib.org.uk/information-everyday-living-using-technology-beginners-guides/beginners-guide-keyboard-skills

Milton Keynes
City Council