



Member of staff responsible: Mr C Allton

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Computing Policy

Vision statement:

It is our vision to encourage and interest our children through the use of computing as a teaching tool. We want to equip our children with the skills and knowledge that they will use throughout their lives.

A good computing student at St John with St Michael CE Primary will;

- Combine and refine information from various sources
- Interpret and question the plausibility of information
- Present information in different forms
- Refine the quality of their presentations showing an awareness of purpose and the intended audience
- Combine the use of ICT tools
- Critically evaluate their work and know how to improve future work
- Become digitally literate and able to express themselves and develop ideas through computing
- Use computational thinking and creativity to understand and change the world

Aims:

Computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
- Can analyse problems in computational terms and have repeated practical experience of writing computer programs in order to solve problems.
- Can evaluate and apply information technology including new or unfamiliar technologies, analytically to solve problems.

- Are responsible, competent, confident and creative users of information and communication technology.

Curriculum Development and Organisation:

To ensure continuity and progression throughout our computing curriculum and to fulfil the requirements of the National Curriculum, St John with St Michael follows the Computing scheme of work as outlined in the Lancashire themed booklets. However, as this is flexible guidance, we also take into account the specific needs of the children under our care and include extra and relevant skills, knowledge and understanding where appropriate. Specific curriculum maps for each half term show the areas of the curriculum and units of work covered by each year group. These can be found on the Teachers hard drive.

Teaching and Learning:

Each class receives a one hour long computing session once a week in the ICT suite.

To adapt to the new computing curriculum, sessions are now taught in year groups rather than in mixed aged groups. This is to ensure continuous progression and a development of skills. EYFS children have access to ICT equipment and resources as a part of continuous provision. However, they still continue to follow the whole school plan and have explicit computing related sessions. As we are promoting a creative curriculum, where possible, during computing sessions teachers make direct links between computing and classroom based history/geography topics.

In addition to cross curricular learning, each class has access to computers, laptops, notebooks, kindles and ipads which can be used any time throughout the day (most of which have access to the internet via a high speed broadband connection). Each classroom has an interactive whiteboard which can be used for collaborative and interactive learning.

As a result of the new computing curriculum, St John with St Michaels has created a whole school plan, which splits Digital Literacy, Information Technology and Computer Science into smaller, more manageable chunks. Each area is taught twice over the school year, where specific skills are outlined, all building on previous and preparing children for the next steps in their learning. Each teacher is to highlight curriculum coverage when taught to confirm learning and to highlight any gaps. A progression of computing skills list has also been developed to show progression of key skills, knowledge and understanding from EYFS up until year 6. All classrooms have a green computing folder which contains copies of our whole school plan, key documents, planning and resources.

Inclusion and Equal Opportunities:

The computing curriculum and new strategies in place ensures the learning and participation of all children is of the highest standard. Teachers plan computing sessions with this in mind and differentiate activities to suit the needs of all children as appropriate. Teaching assistants are also available to support all children in all areas of learning as it is needed; this ensures all children make good progress. As a school, we aim to provide exceptional learning opportunities regardless of gender, ethnicity, race or home background. Furthermore, regular assessments of children's needs are carried out which effectively contributes to the provision and

education provided by teachers. CD Roms, the Internet and our whiteboards offer a wealth of materials that can be matched to suit individual or group needs, enabling all pupils to develop their computing skills.

Roles and Responsibilities:

The ICT Co-ordinator is responsible for

- overseeing the computing curriculum
- monitoring the learning and teaching
- ensuring the assessment is relevant and informative
- making purchasing decisions
- ensuring all staff are appropriately trained in both computing hardware and software
- keeping up to date with developments in computing
- liaising with the technician
- observe computing lessons
- monitoring / supporting computing planning
- preparing policy documents
- advising colleagues and helping to develop expertise
- liaising with the computing team
- contributing to staff computing INSET training

The school employs a technician on a part-time basis to deal with the technical support of our system – a book is kept in the main reception where teachers can report any problems. This will then be picked up by the technician next time he is in school.

In addition we have an appointed ICT Governor to support and monitor school improvements in computing. The ICT Governor is responsible for reporting back team decisions to the full governing body.

Subject Monitoring / Evaluation of provision:

The computing subject co-ordinator is responsible for monitoring and evaluating the curriculum and pupil progress. This is done through; work class walk through, planning scrutinies, lesson observations, staff discussions and computing mini reviews. The computing co-ordinator also has access to all pupil's folders.

Pupil Assessment:

The Naace scheme of work suggests several methods that can be used to assess computing skills. These include:

- Self-assessment
- Peer-assessment
- Open questioning
- Discussions
- Target setting
- KWL grids
- Show me how to... activities
- I can statements

At St John with St Michaels we also believe in ongoing assessment where we use integrated, cross curricular tasks to observe children implementing and applying their skills. Pupil's achievements are recorded on teacher's lesson evaluations where it is stated whether children are achieving, working towards or not meeting the lesson objective. This then informs the forthcoming teaching. The computing Co-ordinator, in discussion with the teacher, is responsible for monitoring pupil progress, meeting regularly to moderate examples of work to ensure consistency of standards.

Health and Safety Issues:

The ICT suite and all classroom computers are regularly checked in accordance with our Health and Safety policy. Every possible step is taken to prevent exposure of children to undesirable materials on the Internet. The school has a separate "Acceptable Use" policy to outline the methods we use to ensure this. In addition we ask for parental permission for each child before they are allowed internet access in school. Please refer to the school Health and Safety Policy and other computing policy documents for further information.

The role of computing in this curriculum area:

Computing at St. Johns with St Michael has a dual role within the curriculum. Firstly, it is a subject in its own right with a specific curriculum designed to develop the computing capability of each child. Secondly, computing is a very effective tool for the delivery of other subjects (see teaching and learning for more detail).

Management Information:

Important information is given to staff during key stage, whole school staff meetings and the Monday lunch briefing. A timetable for the ICT suite is kept so that staff are aware who is using it at which times and can then book available slots. Budget information and resource needs are discussed by the computing Co-ordinator. Each year the computing Co-ordinator carries out a review of ICT provision, looking specifically at the ICT Development Plan which is currently on a 2 year cycle (see separate document). Funding is put in place to achieve these aims. All decisions are made after due consultation with the Head, staff, the ICT governor and our school technician.

Resources:

CD Roms are kept in the ICT suite. CD Roms specific to a particular year group are kept in the relevant classrooms.

Our security procedures are as follows:-

- All laptops are kept locked away when not in use in a lopsafe.
- All serial numbers of equipment is recorded in a log book and this is taken off site during holidays.
- All equipment taken off the school premises is signed for

Liaison:

- To ensure consistency and progression in the computing curriculum throughout the school we currently:
- A whole school plan which states what is taught during each year group
- Ensure each class in the year group receives the same teaching input and hours in the ICT suite
- Meet together regularly in separate key stages to discuss current computing issues
- Discuss computing requirements in whole staff meetings
- Attend training in key stage or whole staff groups
- Pass relevant records of attainment and pieces of computing work up to next class teacher
- Attend liaison meetings with local High Schools
- All children save their work into their own log on folders on the server system.

Home / school links:

We see the relationship with parents as very important in supporting their child's computing skills. We aim to encourage parental involvement as much as possible. To date the following are in place:-

- Email addresses for parents to contact the Head, the school office and the governors
- ICT information regarding the Internet is sent home
- Parents / Carers are required to sign a permission slip to allow their children to use the Internet
- Invitations to parents to join in with internet safety meeting during the Internet Safety week
- Teachers2Parents text service is used to communicate to all Parents
- A new website which will allow information to be passed to parents, along with showing children's work and achievements. Through this, parents are able to receive updates and details via smart message to mobile phones, text or email. The website incorporates a blog which children will be able to access also.
- Purple Mash – an online learning tool which children can access at school and at home, completing tasks set by staff, plus using online tools for a variety of activities.

Copyright:

ICT Licenses:

We follow the county guidelines regarding software copyright and data protection. All software licenses are kept securely within school. Westfield monitor and support Curriculum and Office systems.