In our school every day we learn, love and pray.

St Edmund's Catholic Primary School

Computing Policy

"A learning community, celebrating Christ in all, building a kingdom of love, hope and joy."

Introduction

Computing (principally but not exclusively computers) is used in many ways for the presentation, analysis and storage of information, but also to model, measure and control external events, to solve problems and to support learning in a variety of contexts, not least through the use of the internet, across the whole curriculum. The term computing is understood to incorporate ICT.

The use of computing is an integral part of the school life and is a key skill for everyday life. Computers, programmable robots, digital and video cameras and recorders can be used to acquire, organise, store, manipulate, interpret, communicate and present information. As such, St Edmund's Catholic Primary School recognises that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

The school believes that computing:
- Gives students immediate access to a rich source of materials
- Can present information in new ways which help pupils understand, assimilate and use it more readily
- Can motivate and enthuse pupils
- Can help children focus and concentrate
- Offers potential for effective group working

The purpose of this computing policy is to state how the school intends to make this provision.

Aims & Objectives

Our aims in using computing technologies are that all pupils will enjoy using computing facilities, choose and use appropriate applications with confidence and a sense of achievement, develop practical skills in the use of computing, be able to apply these skills to the solving of relevant and worthwhile problems, understand the capabilities and limitations of computing and the implications and consequences of its use.

As a school we aim to:
- Provide a relevant, challenging and enjoyable curriculum for computing for all children
- Meet the requirements of the national curriculum programmes of study for computing
- Use computing as a tool to enhance learning throughout the curriculum
- Respond to new developments in technology

- Meet the individual needs and abilities of each student across the Computing curriculum.

The school believes that progress in computing is promoted through regular access and use of technology relevant to a task. The predominant mode of working in computing is as individuals or in small groups. New skills may be introduced to a group of pupils, in a variety of subjects and topics. Practice of skills will occur discretely while using computing to support work across the curriculum

Policy Statement

Principles for the use of computing
Computing is important because its use is widespread in the modern technological world and is likely to continue to grow.
Computing skills are recognised as cross-curricular within the national curriculum and their use is called for or assumed in all subjects to support and enrich pupils' learning. It is also a knowledge and skill area in its own right. As in other areas of the curriculum we incorporate the requirements and recommendations of the national curriculum into our planning and assessment at class, year and school level.

Strategies for the use of information and communication technology
In order to ensure that valuable areas of experience are covered, computer use is integrated into the curricula followed throughout the school, including early years. Pupils will have experiences of a variety of software that allows teachers to provide for progression of skills, concepts and applications. The software to be used throughout the school is shown in the computing scheme of work (currently being revised for September 2018) and the schemes of work for other curriculum areas. All classes will have equal access to the ICT suite for whole class work.

Excellence in computing is celebrated on the school website and in displays around the school, especially in the ICT suite, of text, pictures, graphs and charts produced by pupils using computers.

Planning
As the school develops its resources and expertise to deliver the computing curriculum, modules will be planned using a variety of resources, schemes, internet and teacher's knowledge.

Computing topics will be designed to enable pupils to achieve stated objectives of the new computing curriculum. Each topic will be planned on the Computing planning template (see appendix) and will follow the Long-Term Plan (see appendix).

Computing and ICT should not just be taught as a standalone lesson but linked to other topics in other subjects. The children need to learn how to use research skills, presentation packages and skills and how to make their own choices when delivering a project to the

class. The ICT suits and resources need to be use throughout all lessons, and this should be shown on all planning.

Resources

The school acknowledges the need to continually maintain, update and develop its computing resources to keep up with the pace of new technologies. The school will do this by:

- Investing in software that will effectively deliver the strands of the computing curriculum
- Investing in software that will support the use of computing across the curriculum
- Investing in new hardware as appropriate to support effective teaching and learning, both in the KS1 and KS2 ICT suits and the classrooms.
- Engage in a rolling programme of hardware replacement to ensure that school hardware remains functional

Staff Training

The staff will be given training, to implement new packages and equipment for the new curriculum. Staff will have their training needs updated, as when time and resources arise. The staff will be asked for training needs, so that workshops can be set up to provide the training.

Delivery

The computing curriculum will be delivered by teachers across the school. This will happen in a weekly Computing slot, as well as during other subjects. The delivery will be a whole curriculum delivery, with specific computing skills and knowledge being taught in the computing lesson each week.

Roles

All members of staff are responsible for logging any computing related issues for the technician and coordinator to see and monitor. This will allow a log to be kept of reoccurring issues, so that they can be dealt with.

The Subject Co-ordinator

The ICT/Computing Coordinator will work closely with the IT technician, to keep the software and hardware up to date in the school to allow effective teaching by all members of staff. The coordinator will monitor the teaching, planning and assessment of computing in the subject and across the curriculum.

Teachers

Teachers will plan, teach and assess Computing for the children in their class. The planning will be saved on the staff drive in the relevant folders, along with any assessments that have been completed. Assessments also need to be passed to the coordinator for monitoring.

Assessment

Assessment methods and documents will be developed alongside the new curriculum. These will need to be completed for each topic taught and at the end of the year passed onto the coordinator and next class teacher.

SEN and Inclusion

All children's needs will be planned for and monitored within the curriculum, to allow all children to have access to the curriculum.

Health and Safety Issues

Any damages to equipment in the ICT suits will be reported for the technician to see and any major concerns will be reported to the coordinator straightaway, by the member of staff with the concerns.

Monitoring and Review

The policy will be monitored and reviewed in line with our policy review procedure.

External Links

The school will continue its links with 123 ICT and other agencies, who provide support, equipment and software to the school.

Policy written: **February 2019**

Policy to be reviewed: **February 2022**