St John the Evangelist RC Primary School

Computing and ICT Policy

Mission Statement

St John Primary school's computing and ICT policy has been written to inform staff, governors, parents and relevant outside agents of the aims for computing and ICT provision within the school. This will ensure the whole school community works towards fulfilling these aims through common models of approach to teaching and assessment.

The terms Computing and ICT are referred to throughout this policy. Where applicable ICT (Information Communication Technology) is used to describe opportunity to access resources within school e.g. laptops, iPads, digital cameras etc. The term ICT does not represent the outline of the subject. Computing refers to the subject as a whole.

Aims of Inclusion of computing and ICT within St John the Evangelist Primary School's Curriculum

- To educate children for tomorrow's world, in order that they will have a valued role to play in the development of a caring, supportive and technologically advancing society.
- Children will gain the skills that will underpin the computing and ICT capability they will need in their future lives.
- Teachers and children will use computing and ICT to support the pupils' learning and personal development in all curriculum areas.
- To develop children who will be confident users and critical evaluators when interacting with computers and ICT.
- To provide staff with the tools and expertise that allows them to facilitate pupil learning.
- To provide children with access to a learning tool that provides opportunities for exploration, enrichment and enjoyment.

St John Primary School's Objectives for Achieving the Aims

Core Objectives

- To implement a computing scheme of work which demonstrates computing as a process and ensures progression and continuity from the foundation stage to year 6.
- To allow children the opportunities to use their computing capability to develop their knowledge and understanding of other curriculum areas.
- To provide pupils and staff with access to ICT learning resources which promote the development of computing capability and the use of ICT to find out and explore the world they live in.
- To provide children with computing based learning resources that allow them to overcome difficulties, expand their capabilities and therefore develop their true potential.
- To provide staff with professional development opportunities in order that they can utilise computing based teaching, learning, assessment and management resources, to the benefit of the children in the school.
- To ensure that the whole school is able to access computing and ICT resources in a safe, learning environment and that each individual understands their role in maintaining this.

Developmental Objectives
- To continue to provide all staff with knowledge and skills required to deliver the computing scheme of work using the computer suite connected to the Stockton network.
- To ensure all new members of staff receive training and support from One IT team, in order that they are able to use Interactive whiteboards and associated software effectively to support the teaching and learning of curriculum subjects.
- To provide each year group with regular access to the computer suite, which should be used to support the teaching and learning of curriculum subjects.
- To develop e-communication within the whole school community.
- To continue to develop the use of ICT and computing within all subjects.

The Management & Co-ordination of computing and ICT in St John the Evangelist RC Primary School

The subject leader shares the responsibility for managing computing ICT with the headteacher, Mrs Rea.

- The headteacher is responsible for allocating funding for computing and ICT purchases and liaising with the subject leader to discuss performance and standards.
- The subject leader is responsible for monitoring performance and standards, overseeing the implementation, development and management of the computing curriculum, supporting the implementation, use and embedding of computing as a curriculum tool, supporting the use of ICT as a teaching tool, managing ICT resources and the provision of/access to INSET.
- All subject leaders are responsible for ensuring computing and ICT is used as a teaching and learning tool in their subject.
- All members of staff are responsible for planning for the inclusion of computing and ICT in their lessons.
- To continue to develop links with parents and carers through the use of ICT.

Monitoring of computing and ICT in St John Primary School

The subject leader monitors the teaching and standards achieved in computing by undertaking the following:

- Checking of teachers' planning so as to ascertain the strands of computing covered and objectives taught in each year group;
- Liaising with the headteacher regarding observations of the use of computing and ICT as a teaching and learning tool in other curriculum areas;
- Liaising with other curriculum leaders to discuss how computing and ICT is being used to support the teaching and learning of other subject areas;
- Collecting and analysing the end of unit/year assessment sheets.

This monitoring is carried out in order to inform changes to current practice, support for teachers and the development of resources.

The computing and ICT Learning Environment

Computing and ICT learning resources are provided via timetabled access to the computer suite. The computers are dual boot PC and MAC, networked, have internet access and are connected to a colour photocopier/printer. The computers are currently used to teach text, graphics, sound, control, modelling, data and research skills as discrete areas but which are then linked directly to other areas of the curriculum through the completion of a specific piece of ICT/curriculum work. These computers are also timetabled to be used in each year group at other times to facilitate the use if ICT to support other subjects.

The school has 9 touch-screen interactive whiteboards which have been placed in every classroom throughout the key stages. The whiteboards are used to support the delivery of English and maths, as well as other curriculum areas, by offering visual models for learning which can be saved and accessed repeatedly. New members of staff will receive in school support from the computing subject leader or a member of the One IT network support team when needed.

At present, each teacher has access to a laptop. They can use this for planning, assessment and creating resources. These have been allocated to specific teachers, details of which can be found with Mrs Small.

The school has access to the internet via any networked PC and laptop. The use of this learning resource has been carefully considered and details are in the school's internet policy. The school now has Wi-Fi available throughout the building, allowing teachers and children to access the internet and network.

Children have access to a wide range of other computing and ICT learning devices including floor turtles and digital cameras. These are used to support both the discrete teaching of computing and specific learning objectives in other curriculum areas.

Teaching and Learning Approaches

Teachers at St John The Evangelist RC Primary school use a variety of teaching and learning approaches to deliver computing lessons and to use ICT to support the delivery of other subject areas. These are listed below:

- Allowing children to explore and discover the functions and capabilities of a piece of software or a piece of ICT hardware.
- Offering children the opportunity to plan a piece of computing work.
- Allowing children to learn and develop specific computing and ICT skills.
- Allowing children to record and reflect upon their work.

These opportunities are offered in a variety of ways incorporating individual work, paired work, group work and whole class work. The level at which the children perform at these activities depends upon age and ability.

Using computing and ICT to support other curriculum areas
- Using the interactive whiteboard to model skills/processes/tasks which children then reproduce during independent table top activities.
- Using ICT resources to produce materials and activities which children can use independently or in pairs/groups to develop their subject skills, knowledge and understanding.
- Using ICT hardware to demonstrate specific subject skills, knowledge and understanding during teaching input.
- Allowing children to use ICT hardware or software independently or in pairs/groups to develop their subject skills, knowledge and understanding.

In Nursery and Reception, children discover computing through the overarching topic of technology and understanding the world. Opportunities to access ICT are available within class, whilst other computing skills can be accessed in both indoor and outdoor areas.

Throughout Key Stage 1 and 2, children are taught through discrete weekly computing lessons with opportunities to use ICT arising within the entire curriculum.

Timing
The recommendation is for one hour per week t be dedicated to discrete computing lessons. Children should be provided with access to computers at other times throughout the week to use and embed their computing skills in other areas of the curriculum.

Managing Resources

The overall responsibility for managing resources is the subject leader, however, technical support is provided by a One IT network support technician who visits the school weekly. Reporting of faults is done by informing the subject leader as soon as they occur, via a report book in the school office.

Audits of hardware and software are carried out annually and can be viewed in the appropriate section of the Curriculum team's file.

Mobile hardware (digital cameras, video camera etc…) is stored with class teachers. There is currently one digital camera to be shared between 2 classes. Teachers are responsible looking after the camera and ensuring the battery is regularly charged. Any photos or videos taken, should be removed from the camera daily and downloaded onto the staff network.

Subject specific software is stored upstairs above the computer suite. All members of staff are responsible for the return of any software and for reporting any damage to pieces of ICT equipment. The subject leader and Technician also manage the network and create new users, set permissions etc…

Access to Systems

Staff are provided with a unique username and password to log on with which ensures confidentiality. The children are provided with a unique username and password. Foundation children can be logged on with a group name by the teacher.

Equal Opportunities

At the time of writing, the number of pupils in St John Primary School is 200 approx. This approximately equates to 1 PC per 5 children. At present, all year groups in Foundation, KS1 & 2 have an equal access to the computer suite for learning in both computing as a curriculum subject and equal access to networked/stand alone PCs/interactive whiteboards using ICT as a tool to support all subject areas of the curriculum.

Assessment & the ICT Curriculum in St John Primary School

The school uses Purple Mash for the teaching of all computing from EY to Year 6. The staff and children all have individual logins so they can work and save what they have done under their name. Nursery and Reception have class logins.

Any new children or staff should have a new username and password created for them by the administrators or computing subject leader. Children can share a PC when working in the computer suite, but should always log in and save work under their own username.

The Purple Mash scheme of work details the units to be covered throughout the year and gives detailed lesson outlines within each unit. Each year group follows the units with each unit covering a number of weeks.
All children will cover coding, online safety and spreadsheets. Other units to be followed are included for each year group.

Researching information is to be incorporated into other subject areas, but the computer suite can be used for this, in addition to the computing lesson.
The scheme of work informs the planning of each individual teacher and all teachers have been provided with the scheme of work for their year group. This planning is found on Purple Mash and also on the school network.
As well as being informed by the scheme of work, teachers' planning is underpinned by summative assessments. Summative assessments are made at the end of a unit of work and are made against a set of assessment statements. Children's computing and ICT capabilities are considered against these statements and any children not expected or who are exceeding the objectives are indicated on the unit assessment sheet for that computing unit. At the end of the school year, these summative assessments are then passed on to the subsequent teacher of the children, who can then plan accordingly.
Parents are informed of children's progress and attainment in computing during parent consultation evenings and in the children's end of year reports.

The Use of ICT as a Curriculum Learning Tool and Teaching Tool
The use of computing and ICT is promoted and supported by all other curriculum policies. The use of interactive whiteboards in each year group ensures that children access a wide range of ICT and web-based resources to support their learning; particularly in English and maths. Any curriculum lessons which are supported by the use of ICT should have details of how the technology is being used included in the teacher's planning.

Each curriculum leader is responsible for monitoring the use of computing and ICT to support the delivery of their subject in each year group. This allows the leaders to identify and support teachers who are less frequent users of the equipment. Support can then be provided by the computing subject leader to develop these teachers' computing and ICT skills accordingly.

The school also has access to many other programmes of subject specific software which teachers can use to support the teaching of all curriculum areas.

Using ICT as an Assessment & Management Tool

The school has several packages which can support the assessment of children's work.

Many of these packages are now online, including Rising Stars, Pupil Asset and Purple Mash. The school's standard assessment sheets for writing, phonics, reading and spelling ages and R.E. are also stored in Staff Area on the network to facilitate easy access for teachers.

End of year results are entered into excel spreadsheets which provide a tracking system of children's attainment.

SEN provision maps have been created, these detail what provision SEN children need, what is support is provided and who is providing it.

Use of the Internet

All necessary information regarding the use of the internet at St John school is detailed in the school's E-Safety policy.

Inclusion and SEN

All children with SEN are included in discrete computing lessons and other curriculum lessons which are being supported by the use of computing and ICT. This inclusion is facilitated by the differentiation incorporated into individual teachers' planning.

The school has purchased software, which includes CD-ROMs support activities, specifically designed for children with SEN called Wordshark & Numbershark.

Health & Safety

The co-ordinator monitors the condition of ICT equipment during the annual hardware audit and any equipment which is deemed to be unsafe is disposed of.

Health & safety checks are carried out every year. Details of any concerns raised about ICT equipment are fed to the subject leader who responds accordingly.

Staff Training

Staff needs are identified during the scrutiny of teachers' planning, the discussions with the head teacher and subject leaders regarding observations/scrutiny of curriculum planning and an annual audit of teachers' ability to use software/hardware. Teachers also approach the subject leader if they have identified areas in which they feel they require support. Depending on the number of people requiring INSET, the training necessary is provided on an individual, group or whole school basis. INSET is also provided by the One IT support team and members of staff are made aware of these courses by leaflets displayed in the staffroom or via email. Details of all INSET which has been provided and externally organised courses which members of staff have attended can be found with Mrs Small.

Display

Children's work may be displayed in individual classrooms and in the computer suite.
Examples of children's work should be kept by the class teacher and included in the class book. This could be in the form of print-outs, screen shots, notes or drawings (plans). These can be used as part of teacher's assessments at the end of a unit of work.

Technical Issues

Technical support is currently provided by One IT. Reporting of faults is done by informing the subject leader who reports to the technician or via the computer record file in Mrs Smalls office. This is checked by the technician weekly.