St Charles RC Primary School

Computing Policy

2016-17

CHRIST IS AT THE CENTRE

C ompassionate

H elpful

R espectful

I nclusive

S haring

T ruthful

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Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community. We aim to pass on the faith we share in partnership with you. We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support. We take pride belonging to St. Charles RC Primary School.

MISSION STATEMENT

At St Charles RC, Christ is at the centre of everything in our school. Our Mission Statement is;

As a family of God, we love to learn and learn to love

This policy reflects St Charles RC Primary School values and philosophy in relation to the teaching and learning of and with computing. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

The policy should be used in conjunction with the scheme of work for computing which sets out in detail what pupils in different classes and year groups will be taught and how computing can facilitate or enhance work in other curriculum areas. It also clearly shows how the children's computing skills progress as the children move through the school.

This document is intended for:

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents

Introduction:

At St Charles RC Primary School we believe that the role of computers is as a medium for social interaction both within and eventually between schools. Computing plays an important role in the children's lives and in society today.

We believe that computers are valuable tools, which may be used to further enhance the curriculum already in place within the school.

We believe the computer acts as another resource in the classroom and enables another teaching approach, which we can use to stimulate and inform the learner. It is an essential tool for supporting the children's learning. All technologies, inclusive of computers, iPads and other digital technologies are good motivators which can heighten pupil's interest and enjoyment, especially in those subjects children find difficult.

Computing can also provide opportunities for teachers to extend the basic curriculum by embracing it fully in their teaching.

The computing curriculum in school aims to develop the children's knowledge, skills, and understanding.

The children will be given opportunities to develop a wide range of skills in computing.

Aims and Objectives:

- To develop the pupils confidence and skills in the use of computing.
- To give children skills to use computing both creatively and effectively.
- To provide children with the knowledge of different applications of computing. This includes, word-processing, data handling, simulations, control, data logging devices and internet technologies (including E – Safety across the curriculum)
- To encourage children to understand the effects and limitations of computing and to make decisions about its suitability for a particular task.
- To use computing to enhance, support and extend the children's learning in all areas of the curriculum.
- To use the computer to store, organise, manipulate and present data.
- To give opportunities to explore, present and share their own ideas and findings, using a wide range of technologies.
- To know how computing can affect the nature of their work.
- To ensure computing resources are used to their full extent;
- To ensure computing resources and equipment are kept up to date as much as possible.
- To ensure that staff skills and knowledge are kept up to date.
- To have a clear understanding of how to programme digital devices

Curriculum Development & Organisation:

To ensure that all areas of the curriculum are covered (NC2014), medium term planning is provided by the computing co-ordinator for each unit of the curriculum. As well as ensuring the objectives of the unit are covered, skills that the children will learn from this unit of work are also outlined.

Our school's computing curriculum and medium term planning will be used by each teacher and they will make adaptations to ensure the plan is progressive in developing pupil computing capability. This is an ongoing working document which identifies time markers, additional resource needs and to indicate whether optional activities have been undertaken and each ability group is catered for.

Planning by each class teacher is annotated at the end of each lesson. There are three computers in each classroom for pupil use which supports the development of computing capability by enabling further development of tasks, to encourage research, and allow for the creative use of computing in other subjects.

Digital projectors, which are ceiling mounted and also Interactive White Boards, are located in all of the classrooms. These are used as a teaching resource across the curriculum. Each classroom also has a link from the iPad's to the Interactive Whiteboard.

Teaching & Learning:

Teacher's planning is differentiated to meet the range of needs in any class including those children who may need extra support, those who are in line with average expectations and those working above average expectations for children of their age.

Teacher need to ensure that:

- A wide range of styles are employed to ensure all children are sufficiently challenged
- Children may be required to work individually, in pairs or in small groups according to the nature or activity of the task.
- Different groupings of children - groupings may be based on ability either same ability or mixed ability.
- Different levels of input and support permit different outcomes
- The understanding that not all computing need be done on a computer.

The computing co-ordinator and SLT will review teachers' computing plans to ensure that skills are being taught correctly and that the computing scheme of work is covered regularly over the year. Planning Computing is a foundation subject in the National Curriculum.

At St Charles RC Primary School we use the National Curriculum (2014) as the basis for our curriculum planning. We carry out the curriculum planning for computation in three phases: long-term, medium-term and short-term. Our long-term plan maps out the themes covered

in each term during the key stage. Our computing subject leaders work this out in conjunction with teaching colleagues in each year group.

Our medium-term plans, which we have adopted from the national scheme and a commercial scheme, give details of each unit of work for each term.

These plans define what we will teach and ensure an appropriate balance and distribution of work across each term.

The subject leaders are responsible for keeping and reviewing these plans. Class teachers complete a daily plan for each computing lesson. These list the specific learning objectives for each lesson and give details of how to teach the lessons. The class teacher keeps these individual plans, and the class teacher and subject leader often discuss them on an informal basis.

We plan the lessons and tasks in computing so that they build upon the prior learning of the children. While we give children of all abilities opportunity to develop their skills, knowledge and understanding, we also build planned progression into the scheme of work, so that there is an increasing challenge for the children as they move up through the school.

Inclusion:

We recognise computing offers particular opportunities for pupils with special educational needs and gifted and/or talented children and/or children with English as an additional language. Computing can cater for the variety of learning styles which a class of children may possess. Using computing we can:

- increase access to the curriculum;
- raise levels of motivation and self-esteem;
- improve the accuracy and presentation of work;
- address individual needs.

We aim to maximise the use and benefits of computing as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

Roles & Responsibilities:

Senior Management The overall responsibility for the use of computing rests with the SLT. The Head Teacher, in consultation with staff:

- determines the ways computing should support, enrich and extend the curriculum;
- decides the provision and allocation of resources;
- decides ways in which developments can be assessed, and records maintained;
- ensures that computing is used in a way to achieve the aims and objectives of the school;
- ensures that there is a computing policy, and an identified computing coordinator.

Computing co-ordinator:

There is a designated computing co-ordinator to oversee the planning and delivery of computing within the school. The computing coordinator will be responsible for:

- leading staff in raising standards in computing
- facilitating the use of computing across the curriculum in collaboration with all subject coordinators;
- providing or organising training to keep staff skills and knowledge up to date;
- advising colleagues about effective teaching strategies, managing equipment and overseeing purchasing resources
- monitoring the delivery of the computing curriculum and reporting to the Head on the current status of the subject.

Health and Safety:

Also see our Health Safety Policy

At St Charles RC Primary School all computing equipment is used in compliance with Health & Safety requirements. All electrical equipment is checked, any concerns are passed onto the school's health and safety representative.

Children and staff will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

Internet Safety:

Also see our e-Safety Policy Internet access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies.

An e-Safeguarding Policy has thus been drawn up to protect all parties and rules for responsible internet use will be taught to the children and taught as part of the computing curriculum. Although the school offers a safe online environment through filtered internet access, we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

Monitoring:

Monitoring computing will enable the computing coordinator to gain an overview of computing teaching and learning throughout the school. This will assist the school in the self-evaluation process, identifying areas of strength as well as those for development. In monitoring the quality of computing teaching and learning, the computing coordinator will:

- scrutinise plans to ensure full coverage of the computing curriculum requirements;
- analyse children's work;
- observe computing teaching and learning in the classroom;

- hold discussions with teachers;
- analyse assessment data.

These are done through subject leader days and monitoring and evaluation forms.

Software:

All software loaded on school computer systems must have been agreed with the designated person in the school. All our software is used in strict accordance with the licence agreement. We don't allow personal software, including social networking apps or games to be loaded onto school computers or iPads. For further information please refer to the school's Data Protection Policy.

Equal Opportunities

St Charles RC Primary School has universal ambitions for every child, whatever their background or circumstances. Children learn and thrive when they are healthy, safe and engaged. In order to engage all children, cultural diversity, home languages, gender and religious beliefs are all celebrated.

Our curriculum includes a wide range of texts and other resources which represent the diversity and backgrounds of all our children. We believe in 'valuing what the child brings to school' and recognise the importance of supporting a child's first language, not only to foster self-esteem, but to assist in the learning of English.

It is our policy to ensure all children follow the computing curriculum, the SLT and staff will keep a record of children's computing use to ensure equal access and fairness of distribution of resources, will provide curriculum materials and software which are in no way class, gender or racially prejudiced or biased.

Equalities Statement:

St Charles RC Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Charles RC Primary school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.