



Policy: Computing POLICY

Introduction

The aim of the School is to enrich learning for all pupils and to ensure that teachers develop confidence and competence to use a variety of software and hardware, which ensures quality first teaching through the school. Through teaching Computing we enable children to use computers, tablets, programmable robots, digital and video cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At St. John's Meads, we recognise that 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. We wish the children to be 'ICT literate' by the time they leave St. John's Meads, and working at a level suitable for their ability. The purpose of this policy is to state how the school intends to make this provision.

Through using Computing the children will be able to:

- Provide a relevant, challenging and enjoyable curriculum for Computing for all pupils.
- Meet the requirements of the national curriculum programmes of study for computing.
- Use computing as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use computing throughout their later life.
- To enhance learning in other areas of the curriculum using computing.
- To develop the understanding of how to use computing safely and responsibly.

2014 National Curriculum for Computing

- Can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication.
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such 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

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Resources and Access

St. John's Meads acknowledges the need continually to maintain and monitor the current resources, which are available in school. Teachers are required to inform Schools ICT of any faults as soon as they are noticed using the email link on the desktop of all the PC's.

The school currently has the following software (as of May 2017):

Software:

- Computers:
 - Scratch 2
 - Gimp
 - Paint
 - 2Simple
 - Microsoft Office
 - Scratch Junior
 - 2Publish
 - 2investigate- Database Programme
 - 2create a story
 - 2create story video
 - Purple Mash- need to find login
 - Audacity- Music Editing
 - Clicker 7-
- Tablets:
 - Avery (Picture Editor)
 - Scratch Junior
 - Dulingo
 - Khan Academy
- Web Based:
 - AppShed- new login needed.
 - Google-
 - Turtle-
 - Phonics Play-
 - Letter Join
 - Mathletics-
 - Reading Eggs-

The ICT coordinator monitors and takes in to account the confidence of the staff's use of different software and hardware. Training sessions enable staff to become more confident in their skills and learn about new equipment.

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Each class has a timetabled slot in which to use the HUB so there are no timetable clashes, if required ask other members of staff before using the room if it is not your designated slot.

Security & Energy Saving

The set of tablets are stored in the rainbow room, all individual tablets must be returned at the end of the day and plugged in correctly, making sure the trolley is plugged into the wall and that it is on. The trolley needs to be locked for insurance purposes once teachers have finished using them. The key is kept in the office and must be returned after use. The computers in the newly refurbished HUB must be turned off after a session to save electricity, lights, IWB and staff computer must also be turned off.

Computing Planning

As the school develops its resources and expertise to deliver the computing curriculum, modules will be planned in line with the national curriculum and will allow for clear progression. Modules will be designed to enable pupils to achieve stated objectives. Pupil progress towards these objectives will be recorded by teachers using the school assessment system. Staff will follow medium term plans with objectives set out in the national curriculum and use the same format for their weekly planning sheet. We recognise that all classes have children with widely differing computing abilities. This is especially true when some children have access to equipment at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways, by:

- Setting common tasks which are open-ended and can have a variety of responses.
- Setting tasks of increasing difficulty (not all children complete all tasks).
- Grouping children by ability in the room and setting different tasks for each ability group.
- Providing resources of different complexity that are matched to the ability of the child.
- Using classroom assistants to support the work of individual children or groups of children.

The Computing curriculum is based upon the 2014 National Curriculum, which is embedded below:



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Equal Opportunities

All children will be treated with equal opportunities to be involved with ICT. We do not discriminate, but there is an expectation to differentiate according to the children's ability. Therefore, not all children will do all the same work, but we will endeavour to teach relevant information and skills to the children according to their ability.

Special Educational Needs

Children with Special Education Needs use the computers to support their learning. Clicker 7 is used by children to support writing. Websites such as 'Mathletics' can help children develop their Mathematical skills. 'Communicate in print' is used throughout the school by both teachers and teaching assistants to create displays and resources which are accessed by all children. The children are also able to use clicker 7 and communicate in print to support their own writing. Children who find it difficult to record are encouraged to use a digital camera or video camera to record their ideas.

Health and Safety

Each class is taught about E-safety and how to use the internet responsibly before using the internet. There is an E-safety display outside the HUB which the children and teachers can refer to. The school also has a filter system hosted by Schools ICT for use of the internet. Children are made aware of the correct positioning when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

Equipment is stored in cupboards or taken home by staff during holiday periods. The school has an alarm system installed throughout. The files and network system are backed up regularly. The virus checker is updated regularly. All teachers and teaching assistants sign a contract for responsible ICT within the school.

Assessment and monitoring

Assessment will take place against the statement from the 2014 National Curriculum. Assessments may involve a variety of information from across the subjects of the curriculum. Children take part in self assessment, whereby they indicate their confidence and ability of skills and their applied understanding at the end of each topic. At the end of Terms 2, 4 & 6 teachers are required to fill in the assessment grids to track their children's progress.

The children save their work in individual and class folders on the 'Pupils work' drive. A sample of different children's work is also saved in folders on the network for the ICT

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coordinator to moderate and assess their work.

Monitoring is carried out by the ICT coordinator in the following ways:

- Monitoring Computing assessment trackers to track progress.
- Informal discussion with staff and pupils.

ICT RESOURCES	Where the resources are based
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- Observation of Computing lessons.

Hardware:

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Hardware	
Digital video camera x1	HUB Cuboard
Tablets x 32	Stored in the Rainbow Room-
LegoRobo lab and logiblocks	HUB Cupboard
Beebots x10	HUB Cupboard
Probotix x5	HUB Cupboard
Overhead projector	Hall
Vision AP digital projector	
Microphone unit and amps	Hall
Tape /CD player.	Year 5 Activity Area
Easispeak Microphones	HUB Cupboard
IWB x10	Rooms R-6, Hall, Art Studio and Rainbow Room.
Teachers Tablet Laptops x8	Rooms R-6
Mini Laptops x 2 in each classroom	Classrooms
17 computers in computer room	HUB
Computer x 3	Rainbow room/Library
Computer x 2	Bursars office
Speakers/headphones	In every classroom
Colour printer x2	Office and Library.

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