ST JAMES' RC PRIMARY SCHOOL

COMPUTING AND ICT POLICY

**FAITH IN ACTION, WORKING TOGETHER,
WALKING IN THE FOOTSTEPS OF CHRIST**

Aims
We strive to provide every child with the opportunity to develop their computing skills in a progressively structured learning environment in order that they achieve their full potential.

We also aim to provide on going training opportunities for staff to develop their own computing skills.

Teaching and learning
At St James' we believe that the characteristics of high-quality teaching and learning of computing and ICT are:

- Setting suitable learning challenges;
- Responding to pupils' diverse learning needs;
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils;
- Using computing to access all areas of the curriculum.

Delivery and Planning
Computing capability is developed in all children according to the Computing Scheme of Works found at the end of this document. Each year group undertakes 3/4 units of work per year. The units of work are focused on the key skills and separated under the following headings:
- Processing
- Programming
- Online
- Digital Literacy and Multimedia

These topics have been individually developed by the school using many different source materials. Additionally, computing is used to enhance all curriculum areas.

Differentiation
The National Curriculum scheme of work indicates the expectations for most children undertaking any given unit of work. In addition, guidance is provided for less able and more able pupils. Computing planning details the differentiated activities for the Emerging, Expected and Exceeding groups. In addition, differentiation is also seen by outcome with opportunities for pupils with particular needs to use specific identified software.

Assessment
Staff should refer to the Assessment, Planning and Recording Policy. There is guidance provided for less able and more able pupils. Staff will use an end of unit assessment, as well as their own observations, to record individuals' progress on an end of unit assessment sheet. This is then passed to the Computing Subject Leader for monitoring. End of term target grids are used for assessment purposes in moderating work and for the levelling of children at the end of the year for all processing, media and online units. Coding units are assessed using Classroom Monitor where appropriate. Samples are saved on the shared pupil drive and copied into a computing assessment folder by the Subject Leader.

The marking of computing work differs from other subject areas in that necessary corrections and feedback is often encouraged or given to a child instantly at the PC station, with printed work usually indicating a final draft. However, printed work should be annotated and marked to reflect the learning objective of the lesson. Each year group has folders within their log-in where longer pieces of work can be saved.

Early Learning Goals
Computing at St James' supports the Early Learning goals of:

- Communicating Ideas
- Digital Imagery
- Music and Sound

- Control and Sensing
- Modeling
- Finding things out

Time
We aim to provide each child access to the ICT Suite for a minimum of one hour per week for computing skills and extra time using laptops/iPads/notebooks for using computing within the classroom. This situation can be revised on a weekly basis according to links to other curriculum areas and availability in the ICT Suite.

Resources
Each class has one computer linked to a printer with appropriate pre-installed software. Some classrooms have an additional desktop. There are an additional thirty-three computers within the Computing Suite all with the appropriate pre- installed software. All suite and classroom computers are linked to a central curriculum sever. Within each classroom there is an interactive whiteboard and projector, accessed via teacher's laptop computers. These can also be connected to the internet via network points.

There are a number of classroom laptops which connect to a wireless network throughout KS2. These can be used at any time to enhance the cross curricular use of computing and also to support any children with SEND. There are a small group set of iPads for use in KS1 for small group work e.g. phonics practice. All classes have access to the KS2 laptops when requested. There are an additional 16 iPads to be used to recording and assessing PE.

All computers are linked to the Internet via broadband connectivity, with the opportunity for both teachers and children to access suitable resources and information safely, via a filter, whenever necessary.

All teaching staff at St James' have access to a laptop and use them to plan and deliver activities for the children.

Resources such as additional CD ROMs are held within a cupboard in the ICT Suite. Items such as Roamer and Control Boxes can be found in the ICT cupboard and in Reception Class. There are 4 sets of Data Log boxes also kept in the ICT Suite.

Health and Safety
Children do not undertake any activity to do with checking of hardware or electrical wires. Food and drink are not allowed in the ICT suite. In the ICT suite chairs are adjusted to the appropriate height for the children involved and back rests are secure. If backrests are not secure then the caretaker is alerted and will fix them where possible. Children are reminded not to look in to the projector when using white boards.

On line Safety
The school has in place an Online Safety Policy that includes an Acceptable Use Agreement, agreed and signed by both parents and children from Reception upwards. This is sent home at the start of the autumn term prior to work commencing. This is also extended to all members of staff who have signed an Internet Use Policy.

If Year 6 children ask to bring in a Kindle that has the ability to connect to the internet, the wireless/3G capabilities have to be turned off and parental permission has to be given before bringing in to school.

Units Years 1-6

	Autumn	Spring	Summer	Cross Curricular
				Online Skills Communication- emails
Year 1	Computer Art		Labelling and Typing	
Year 2	Writing Stories	Data Handling	Logo Turtle	Research- search engines.
Year 3	Texts and Graphics	Scratch	Powerpoint	
Year 4	Data Handling	Advanced Scratch	Animation	Handling Information
Year 5	Publisher	Html Coding	Graphic Modelling	Using Research.
Year 6	Spreadsheets	Python Idle	Cross Curricular Projects.	

In Reception, computing and ICT are used to support the ELGs.

Monitoring and Evaluation
This policy will be updated in line with any new developments in the school and/or any new government guidance.

It was last reviewed in: spring 2022
It will next be reviewed in: spring 2025

This statement of policy was approved by the Governing Body at their meeting on:-

Date: _____1st March 2022_____

Signed: _____Mary Hutchinson_____ (Chairperson)

                    _____ LWeely _____ (Head teacher)