



# Waddington All Saints Primary School

“If they have wings, why make them walk?”

## COMPUTING POLICY September 2015

This policy should be followed with due regard to the requirements of the School's Equality and Diversity Policy and the LEA Policy Statement.

### Vision

Computing is an integral element of the learning journey that takes place at Waddington All Saints. It is a school where learners develop the necessary computing skills to enable them to independently communicate and share their learning with a clear understanding of how to stay safe online. Learners have access to technology that activates, empowers and challenges them in order for them to achieve their best. Learners are equitably able to independently, in a safe environment, choose the IT that is most appropriate for their learning.

### Rationale

Computing is concerned with the storage, processing, presentation and communication of information by electronic means. This includes the measurement, modelling and control of external events. It continues to evolve very quickly and has now become firmly entrenched in many aspects of everyday life, both at home and in the workplace.

As computing underpins today's modern lifestyle it is essential that all pupils gain the confidence and ability, that they need in this subject, to prepare them for the challenge of a rapidly developing and changing technological world. The use of computing will also enhance and extend children's learning across the whole curriculum whilst developing motivation and social skills.

### Aims of Computing

At Waddington ALL Saints Primary School our aims are that:



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- IT is presented as a creative and fascinating process in which children are encouraged to use their own initiative, imagination, reasoning and investigative skills;
- Children have a thorough knowledge of how to use IT safely and how to report any concerns they have in the correct way (e-safety)

## WADDINGTON ALL SAINTS COMMUNITY SCHOOL

- Children appreciate the relevance of computing in our society and that they see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment;
- Children receive equal opportunity to develop their computing capability, with the use of computing being planned for in line with its status as a core National Curriculum subject;
- Differentiation is planned for in each area of the computing curriculum so that children achieve to the best of their ability;
- Children learn to work individually and collaboratively;
- Children have a heightened interest and awareness of computing through the regular display of their work in the classrooms and around the school, and the positive attitude of staff towards the use of IT.
- The school community supports each other to ensure that everyone stays safe online

## Present resource provision

A full database of our IT resources is kept by our IT technician who audits all IT resources on a regular basis

## IT resources include:

- Fully functioning IT suite
- Data logits
- iPads accessible to children in all learning
- 2 laptop trolleys with 14 laptops in each trolley
- A laptop and desktop computer in each KS2 classroom
- Banks of laptops in all KS1 and FS classrooms
- Creative media suite with green screen, radio station and HD technology
- Interactive whiteboards and teacher laptops and teacher iPads in every classroom



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- Lego NX control technology

## Present curricular plans

The teaching of computing is built upon the key statutory requirements that are set out in the National Curriculum. A clear whole school overview of computing, that ensures all children have a clearly planned journey to develop the necessary skills and knowledge is in place. A key element of this is the focus upon e-safety each term that ensures all children know how to stay safe whilst using IT. The planning of computing is regularly reviewed to ensure that it challenges all children and is at a pace that matches the changes that take place in the wider world's development of computing. This is reflected in the children's independent experiences that are planned within learning journeys. Current resources are sufficient to support the delivery of the current curriculum; however there is a constant review of resources and identifying future resourcing (see IT purchasing plans)

Currently planning for computing as a subject is being recorded on a separate planning sheet. It should also be recorded within learning journey planning. Staff confidence and expertise will be developed through training sessions provided by the IT Co-coordinator, and external agencies. Support will be given, where possible, with computing planning and teaching by the IT co-coordinator. External support is sought for developing staff skills through work with Infotech, who support staff and children within lessons as well as advice on appropriate skills and software. In order to allow KS2 children to develop more independent choices within computing, support is allocated with the IT technician to ensure that they are consistently reviewing appropriate equipment and software to be using in class.

## Entitlement to the computing curriculum

All children should have access to the use of IT regardless of gender, race, cultural background or physical or sensory disability. Where use of a school computer proves difficult for a child because of a disability, the school will endeavour to provide specialist equipment and software to enable access. Children with learning difficulties can also be given greater access to the whole curriculum through the use of IT. Their motivation can be heightened and they are able to improve the accuracy and presentation of their work. This in turn can raise self-esteem. Planning for computing in the early years needs to be considered carefully if children are to



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begin to gain confidence in the use of IT as soon as they start school. A range of appropriate hardware, software and activities needs to be offered.

## Health and Safety

Children should not be responsible for moving heavy equipment around the school. They may load software but should not be given the responsibility of plugging in and switching machines on without a member of staff present. Children are not allowed to return machines in need of charging independently.

Food and drink should not be consumed near IT equipment. It is the responsibility of staff to ensure that classroom IT equipment is stored securely, cleaned regularly and that their class or themselves leave the IT Suite clean and tidy after use. Staff should ensure that the children are seated at the computers comfortably and be aware of the dangers of continuous use (e.g. eye/wrist strain etc). An adult should always supervise children when they are accessing information via the Internet. The service provider does filter information but staff are ultimately responsible for information accessed by pupils. Children are taught from an early age what they should do if they witness information on the internet that makes them feel uncomfortable.

## Assessment and record keeping

On-going formative assessment is an integral part of good practice. Its main purpose is to enable the teacher to match work to the abilities and needs of the children and ensure progression in learning.

Computing is assessed using Cfbt materials that allow teachers to identify the level at which children are learning. The Cfbt materials will be used to ensure the appropriate progression, challenge and support is in place for all children, inclusive of those who are on the SEN register and G&T register. Teachers should capture evidence of children's ability in computing in both specific computing skills sessions and across the curriculum. Teachers are not expected to keep a separate record of children's learning in computing; however each teacher should keep a profile of their class learning on their part of the G drive. This should show clear progression in their computing skills as they move through the school.

## Links to the school development plan



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- The IT Co-coordinator will keep an up-to-date action plan that outlines the key actions that will take place in the development of computing.
- IT technician will carry out (at least termly) audits of resources to ensure that hardware and software are kept as up to date as possible and that obsolete or broken machines are scrapped or repaired.

## Staff training needs will be met by

- Auditing staff skills and confidence in the use of IT regularly;
- Arranging training for individuals as required (through coaching);

## Review and evaluation procedures

The everyday use of IT is developing rapidly, with new technology being produced all the time. This policy therefore will be reviewed and revised on a yearly basis. The IT Co-coordinator will liaise regularly with staff, both at staff briefings and informally, to monitor the effectiveness of the policy, the medium term planning of computing and the part that computing is playing in learning journeys.

## E-safety and Acceptable Use

Please see LCC policies that are available on request. As outline previously e-safety is a key element of the provision of computing at Waddington All Saints.

## Use of email

Internal communication that takes between members of staff is crucial to the efficient running of the school, in particular the use of email. In order to ensure that the information that we share using electronic messaging remains professional and meets the rules set out by data protection, messages are only allowed to be sent to work email addresses. This includes any planning, notes about children, assessment lists and professional messages to colleagues. Further information about email can be found on the LCC email policy that is available on request.