# Willerby Carr Lane Primary School

# COMPUTING

# POLICY

## Introduction

This policy sets out the school's aims, principles and strategies for the delivery of the Computing curriculum.

Computers, tablets and their associated equipment are an integral part of everyday life and their importance will only grow as time goes on.  This belief is reflected in our approach to the teaching of computing across the school.  As well as being a curriculum requirement, the ability to use computer hardware and to control the software installed on them is a vital skill in everyday life, regardless of the job you are in.

Willerby Carr Lane School should be a place where the whole school community are confident and discerning users of technology, who are able to readily embrace and adapt to new technological developments confidently.

## Aims and Purpose

Our school aims to produce pupils who are confident and effective users of computing technology and who find the subject motivating and inspiring.  We look to achieve this by helping all children to use computing technology for a purpose, whilst also enjoying the subject.  Children should be competent users of the technology available in school and it should be used in connection with all other subjects taught in the school. The computing curriculum should offer opportunities for all children; including those with special educational needs and the gifted and talented to:

- develop their knowledge of the use of computing technology, including their knowledge and understanding of the importance of the information available and how to select and prepare it.
- develop their knowledge of basic coding of computers, so that they can write basic programs and run and debug them,  so that they can control the technology at their disposal.
- develop their skills in using hardware and software to manipulate information to enhance problem solving and recording skills.
- develop their computing skills to present their work in other subjects in different and creative ways.
- explore their attitudes towards computing technology, it's value for themselves, others and society, and their awareness of its advantages and limitations.
- celebrate the successful use of computing skills through the use of the school website, twitter and YouTube accounts.

## Objectives

Objectives for the teaching of ICT are listed in the National Curriculum 2014 document.
Organisation

Computing is taught throughout the school and is based on the national curriculum, and mainly through the Rising Stars scheme of work. There will also be an additional emphasis on coding, using some software not used in the rising stars scheme. Computing is taught as a subject in it's own right, but will be linked to topics within year groups where possible.

Children at Willerby Carr Lane Primary School should:

- Be given opportunities to apply and develop their Computing capability through the use of relevant tools to support their learning in all subjects.
- Be given opportunities to support their work by being taught to:
    a. Find things out from a variety of sources, selecting and synthesising the information to meet their needs and developing an ability to question its accuracy, bias and plausibility
    b. Develop their ideas using computing tools to amend and refine their work and enhance its quality and accuracy
    c. Exchange and share information, both directly and through electronic media
    d. Review, modify and evaluate their work, reflecting critically on its quality, as it progresses.

## Resources

- A suite of computers is available for whole class use. Each class from Year 1 to Year 6 will be timetabled for 1 session per week in this Computer Room. Additional time can be booked using the timetable displayed in PPA room.
- 30 Wireless networked laptops are available to be booked by any class or year group.
- A set of 32 networked Ipads are available to be booked by any class or year group
- IWBs are installed in all classrooms and some workrooms.
- Two computers, to be used for research purposes, are located in the library.
- There are 2 computers in each classroom.
- Further ICT equipment is located in the resource room.
- Our ICT technician has responsibility for most of our ICT equipment and can assist teaching staff and pupils in finding, using and moving equipment around the school.

Children should be taught to use all the ICT equipment with care and respect, which includes its storage when not in use. After use, equipment should be returned promptly and stored neatly.

The Computing Co-ordinator should be informed of all defects and breakages as soon as possible. The Co-ordinator should also be informed of any special equipment or resources that are required.

## Planning & Progression

ICT is taught in accordance with the school Learning and Teaching Policy.
Lessons are monitored in accordance with the School's Self-Evaluation Policy and the work completed by pupils is scrutinised by the ICT co-ordinator and the Head teacher each half term break.

The planning structure for each year is organised into half termly skills focus areas using the Rising Stars Scheme of Work, additional coding lessons are also taught in some year groups. The year group teachers include ICT skills into the short term plans of other subjects as well as this and ensure that all objectives for their year group are being met. Planning is then adapted by each class teacher to suit the needs and abilities of their own pupils. Skills in key areas are built up on and moved forward from year group to year group.

## Assessment

The teachers make formative assessments of pupils during lessons that informs future planning. This is done through:
- skilled teacher questioning within lessons;
- observing pupils at work to identify strengths or misconceptions;
- using plenaries to gain information about how much pupils have learnt;
- pupils are asked to explain and describe what they did/found through probing questions.

Summative assessment is used at the end of a unit of work and consists of teachers assessing a piece of work against the objectives for that half term in order to:
- identify the next steps in learning for individual children;
- Share the information gained with colleagues and make necessary modifications to teaching programmes.
- a national curriculum level is ascribed to each child at the end of each academic year. This is monitored by the computing coordinator to ensure progression throughout the year groups.

## Administrative and Managerial Use of Computing Equipment and Software

The school will encourage the use of ICT as an administrative, managerial and communication tool, in order to move towards a 'paperless' environment. Transfer of pupil data to other schools will be completed electronically using secure sites provided for this purpose.

Wherever possible newsletters will be sent to parents and carers electronically and an 'e' list maintained including the email addresses of parents who prefer to receive communications in this way. All data will only be used within the terms of the Data Protection Act.

## Health & Safety

When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught: about hazards, risks and risk control:
- To recognise hazards, assess consequent risks and take steps to control the risk to themselves and others;
- To use information to assess the immediate and cumulative risks;
- To manage the environment to ensure the health and safety of themselves and others;
- To explain the steps they take to control risks.

## Internet Use

There is an e-safety policy for pupils.
Staff should read the separate policy governing staff use of internet & email.

## Inclusion

All pupils, regardless of race or gender, shall have the opportunity to develop their computing capability. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources. Children with a computer at home are encouraged to use it for educational benefit and parents are offered advice about what is appropriate.
Positive images of computer use by people of both sexes will be promoted. The school recognises the advantages of the use of Computing resources by children with special educational needs. Using ICT can:
- address children's individual needs
- increase access to the curriculum
- enhance language skills

The school is committed to meeting the needs of all children and staff should structure their teaching materials to match a learning difficulty or any particular needs of all of their children. If the situation arises, the school will endeavour to buy appropriate resources to suit the specific needs of the child.