ST THOMAS' CEP SCHOOL
COMPUTING POLICY

What do we mean by Computing?
Computing is a term used to cover a range of equipment and systems which use information sources to analyse, process and present information, and to model, measure and control external events.

Why Computing?
Computing has an increasingly significant impact on all aspects of modern living. Our children will become aware of this both in and out of school. We aim to ensure that the pupils at St Thomas' Primary School receive an education which takes account of the relevance of Computing in our society. Through following the progression of skills and capabilities, our children will be able to use a variety of technology confidently and effectively. They will also learn to apply the knowledge and skills they have acquired to a variety of curricular areas.

Statement of Aims
Through the teaching of Computing we aim to improve the quality of teaching and learning by:

- Developing the specific skills, knowledge and capability as identified in the National Curriculum, Programmes of Study and the area of learning, Understanding of the World in the Foundation Stage Curriculum.
- Working with increasing confidence using a variety of Computing software and equipment.
- Providing opportunities to use Computing expertise in a variety of curricular areas.
- Fostering positive attitudes towards computing
- Promoting excellence and enjoyment through the innovative and effective use of Computing to support teaching and learning.

THE COMPUTING CURRICULUM

Computing is to be taught both discretely as well as integrated into all other subjects at appropriate stages and used as a tool to enhance other learning. Computing capability will be delivered through a scheme of work based on the National Curriculum. Opportunities for the use of Computing are identified in planning for the Foundation Stage, including role play opportunities. The Computing curriculum is divided into four themes were E-Safety underpins all teaching.
The four themes are:

- Computer Science
- Presenting ideas and expressing creativity through digital technology
- Finding, collecting storing & organising & interpreting information
- Communicating and sharing ideas using digital technology

ACCESS TO THE CURRICULUM

For all pupils access to the Computing curriculum and relevant areas in Understanding of the World is ensured through delivering the scheme of work and Foundation Stage plans. This is delivered through a range of differentiated activities and organised according to the area of Computing capability being taught and the age of the children. St Thomas' CEP school has a two form entry; from Year 1 to Year 6 each year group shares a portable lapsafe that holds 30 computers. Within the FS 9 computers are used daily to support learning. In addition to this there are shared areas such as the hall, teacher's room, school extension, and junior library that house computers and interactive whiteboards. The school operates through a wireless network and employs a full time technician. In addition to this we currently have 80 IPads that are housed in portable cases.

Where support and/or specialist equipment is required to access the Computing curriculum, it is provided after consultation with the SEN Co-ordinators.

EQUAL OPPORTUNITIES AND MULTICULTURALISM.

At St Thomas' CE Primary School we believe all our children are entitled to benefit from equal access to equipment in Computing regardless of race, gender, intellectual and physical ability. Classroom management will take into account such issues and Computing materials free from bias will be positively sought. Computing has the potential to provide access to other curriculum areas for children with SEN and will be provided where appropriate.

HEALTH AND SAFETY

All electrical equipment is checked annually by the Local Education Authority. Computers are placed carefully to ensure that Health and Safety regulations are complied with.

The Health and Safety and Computing Co-ordinators will ensure that members of staff are informed of the aspects of the health and safety policy that relate specifically to COMPUTING. The Computing Co-ordinators and Mr. L. Noon responsible for health and safety policy will ensure they are aware of new issues and developments relating to health and safety and Computing and update staff members as appropriate.

Access to the Internet and email carries with it potential risk, because of the gravity of this risk we have a separate E Safety Policy. No children are allowed access to the Internet without an appropriate adult being present.

As the use of Computing in all its various and developing forms is embedded in St. Thomas' teaching and learning for both adults and children we need to be aware of the risks involved. Therefore it is incumbent on all adults to:

1. **Be fully conversant and compliant with our E-Safety Policy.**
2. **Ensure that our young people are aware of potential risks and how to practice safe, responsible behaviour wherever and whenever they are on line.**
3. **To ensure that Internet sites are age appropriate and fit for purpose**
4. **To ensure that all adults are aware of digital safety issues with regard to websites, chat rooms, forums and sites like 'Face-book' (See E-Safety policy)**
5. **To ensure all users are fully conversant with protocols around hand held digital devices and media. (See E-Safety policy)**

To achieve this staff will need to:

1. **Keep up to date with E-Safety education**
2. **Regularly revisit E-Safety rules with the children**
3. **Give children and other adults information on where to seek help and how to report incidents.**
4. **Regularly monitor and review sites accessed**
5. **Keep abreast of concerns both internally and nationally with regard to hand held digital devices and be conversant with the school's specific policies in these areas.**

For further information on Internet safety visit these sites.
http://www.childnet.com/kia/   www.hector.com
http://www.thinkuknow.co.uk/

ROLES AND RESPONSIBILITIES

The role of the Computing Co-ordinators may include;

- Giving advice on purchasing in consultation with the Headteacher.
- Reviewing, evaluating and purchasing of new software for the Computing curriculum.
- Supporting other subject Co-ordinators in terms of the level of Computing capability necessary to use resources.
- Maintaining their own skills and knowledge through Identifying staff training needs and providing appropriate access to training.
- Updating, reviewing and disseminating the scheme of work.
- Updating, reviewing and disseminating the Computing policy document and Internet Access Policy.
- Supporting in co-ordinating the repair, maintenance and introduction of new and existing hardware.
- Seeking advice and support, where necessary, from appropriate sources, locally these currently include the E learning Team and Capita IT. Nationally The Becta web site is an excellent source of a wide range information and research on Computing in education - http://www.becta.org.uk/

The role of other curriculum subject leaders

- Keeping up to date with issues relating to the effective use of Computing to support teaching and learning in their subject.
- Providing appropriate software, online resources and equipment to support teaching and learning in their subject.
- Ensuring that where the use of Computing resources and equipment will support teaching and learning, it is identified in planning.
- Ensuring that other staff have the appropriate training to enable them to use curriculum software, online resources and Computing equipment to support teaching and learning in their subject.
- Monitoring effective use of Computing to support teaching and learning in their subject, including collecting examples of good practice.

ASSESSMENT AND RECORDING OF PUPILS' PROGRESS

Formative assessment is used by teachers to identify each child's progress, determine what each child has learned and what should be the next stage in his/her learning. In addition to this, assessment of Computing capability will take place at the end of each unit and will be based on children's work, children's notes, evaluations and explanations where appropriate, and teacher assessment. Pupil achievement will be recorded in the class Computing record.

STAFF DEVELOPMENT

The Computing Co-ordinators and Headteacher are responsible for ensuring the staff are provided with training and support to ensure their skills in the use of Computing equipment and knowledge of curriculum developments are kept up to date. Training needs can be identified through a range of methods, including, performance management, discussions with staff and the monitoring of the teaching and learning of Computing.

RESOURCES

An audit of both software and hardware is maintained by the Computing Co-ordinators and Office staff. A copy is kept in the Computing Co-ordinators file. Staff are informed when new resources are purchased and the necessary staff development is put into place to ensure they are used effectively.

The school management team are responsible for ensuring that a workable hardware replacement plan is in place and that equipment in need of repair is identified and the appropriate repairs or replacements carried out.

REVIEW / EVALUATION OF POLICY

The policy will be reviewed by the Computing coordinator on an annual basis in consultation with the Headteacher, staff and the Link Governor. The Internet Access Policy, Computing scheme and assessment procedures will be reviewed and adapted to keep pace with curriculum developments and developments within Computing technology.

*** Signed on hard copy

Subject leader ……………………………………………………………………………

Headteacher …………………………………………………………………………….

Nominated Governor ……………………………………………………………………