

NORTHCOTE PRIMARY SCHOOL

Computing & IT Policy

Introduction

There are three aspects of the Computing curriculum: computer science, information technology and digital literacy. Computing education will be delivered through discreet lessons and will be applied across the curriculum. At Northcote Primary school, we follow the Knowsley scheme of work. Foundation Stage teachers follow the requirements set down within the Understanding the World strand of the Foundation Stage Curriculum Guidance document.

Aims

1. To develop understanding of computer science, in which pupils are taught the principles of information and computation, how digital systems work and how to put this knowledge to use through programming.
2. To enable pupils to use information technology to create programs and a range of content.
3. To ensure that pupils become digitally literate – able to use, and express themselves and develop their ideas through information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.
4. To enrich and extend learning through the use of IT across all subjects.
5. To ensure compliance with statutory requirements.
6. To ensure continuity and progression in the delivery of the curriculum to pupils.
7. To establish appropriate record keeping and assessment procedures.

Curriculum Organisation

Class teachers will be responsible for the delivery of Computing and IT through all appropriate National Curriculum subjects and should deliver discreet computing lessons in our dedicated computer suite, with support from MGL, where necessary. The children will have the opportunity to work individually, in small groups and as a whole class in their classrooms and in the school's computer suite. Curriculum mapping is the responsibility of all teachers with guidance from the subject co-ordinator. Use of IT should be identified in all schemes of work and implemented accordingly.

Co-Ordination

Whole school planning for Computing and IT through all subjects will be undertaken by all staff. An IT audit will be done each year by the co-ordinator for inclusion in the School Development Plan with a view to upgrading all equipment and developing staff skills in order to raise standards to the highest levels.

Assessment, Monitoring and Evaluating

Class teachers will be responsible for the assessment and recording of pupil's Computing and IT capability, using guidelines from the Knowsley scheme of Work and pupil assessment booklets. Records can also include teacher's notes and examples of children's work. Computing activities should lead to a range of outcomes for assessment purposes and be used as an aid for future planning to ensure coverage, continuity and progression. The subject coordinator will undertake regular monitoring.

Implementation

We as a staff must use all opportunities to enrich the Computing and IT capabilities of pupils in our charge. Short, medium and long term goals are identified in the Computing & IT Development Plan which is reviewed annually.

Additional Education Needs and Differentiation

All pupils should have access to equipment and software as identified in the school's SEN policy. Aids should be appropriate to the requirement of the individual pupil. Computing and IT tasks will be set so that pupils can participate at their own level. Software should be accessed by pupils at a variety of levels enabling appropriate differentiation. Planning of Computing and IT activities throughout the school will provide pupils with experiences which consolidate skills acquired in previous years, build on strengths and support continuity and progression.

EQUAL OPPORTUNITIES

Computing and IT is a subject that is rich in opportunities to provide positive images of race, religion, culture, ethnicity and gender for children at Northcote Primary School. It is also a subject that allows our children to understand that some people have / have had negative attitudes towards those who are / were different from themselves. Through their teaching and the careful use of resources, staff will challenge such attitudes and allow boys and girls of all races, religions, cultures and background to acquire a sense of self worth and self belief.

A.O.T.'s

We as a school encourage all members of staff to offer their expert knowledge and skills. We recognise that responsibility for the well being of the pupils rests with the teacher.

Health and Safety

Safety should be of paramount importance. Hardware should only be operated if it is in a safe condition, trailing leads should be avoided. Class teachers are

responsible for the setting up and safe storage of equipment. All electrical equipment is tested annually or sooner where required. Children are not permitted to use computers or digital equipment unless supervised. Parents and children are asked to read and sign our Internet Safe Use policy, annually. Upper Key Stage 2 pupils also sign the Social Media and Mobile Devices policy at the start of each year. Staff should check internet searches and content for their lessons before the children access them. Staff sign the Mobile Devices Policy, Laptop Use policy and the Social Media policy annually.

Inset

All staff will be encouraged to upgrade their skills in Computing and IT. This includes working alongside Melissa Shaw from MGL whenever she is delivering the lesson. The subject co-ordinator will provide necessary training through INSET whenever possible. Support for Computing and IT may be purchased and this will act as INSET for those involved.

Technical Support

Procedure for reporting a fault: leave written details in the blue folder which is in the staff room for the technician (Ben Watts) who will look into the matter as soon as possible. He is in school on Friday mornings.

Member of staff responsible :	Leah Joyce and Catherine Dooley
Date Policy written:	July 2014
Date reviewed:	Oct 2017
Next review due:	Oct 2019

Date approved by Governors:
Signature of Chair of Governors: