

# **St. James the Great Roman Catholic Primary and Nursery School**



## **Computing Policy**

**Date Created:** Spring 2011  
**Date Reviewed:** Autumn 2012  
**Date Reviewed:** Spring 2015

## **Rationale**

From St. James the Great Mission Statement:

“...the school will provide a framework within which all pupils are enabled to develop the highest possible level of achievement, fulfilling their academic, moral, physical and spiritual potential.”

## **Aims and Objectives**

At St. James the Great we believe that Computing and the use of ICT are central to the education of all children. We aim to give each pupil the opportunity to apply and develop their technological understanding and skills across a wide range of situations and tasks. Pupils are encouraged to develop a confident and safe approach to Computing, with an understanding of the capabilities and flexibility of their resources. With the knowledge that Computing will undoubtedly continue to form a major part in the children’s lives at home, in further education and places of work, we ensure that the Computing experiences and abilities that the children are equipped with, are effective and transferrable life skills.

Computing is concerned with the handling of electronic information (which can consist of text, numbers, images and sounds) and involves creating, collecting, holding, processing, presenting and communicating this information in a variety of ways for a variety of purposes.

At St James the Great we aim to develop children’s knowledge, understanding and skills so they can:

- Understand and apply the fundamental principles and concepts of computer science,
- Analyse problems in computational terms and have repeated practical experience of writing computer programs in order to solve such problems,
- Evaluate and apply IT, including new or unfamiliar technologies, analytically to solve problems,
- Be responsible, competent, confident and creative users of ICT.
- Use ICT safely.

We will also aim to support parents/carers in helping to keep their children safe while using the Internet and other communication technologies at home.

## **The Curriculum**

At St. James the Great we follow the new National Curriculum 2014 for Computing in Key Stages One and Two (<https://www.gov.uk/government/publications/national-curriculum-in-england-computing-programmes-of-study>). In the Foundation Stage, we work to the

objectives set out in the EYFS framework, in particular to the ‘Understanding the World: Technology’ area.

## **Teaching and Learning**

We teach the new Computing curriculum through a scheme of work called ‘Switched on Computing’. This offers creative units using the latest free software in a format that is designed for teachers of all levels of experience to pick up and use.

‘Switched on Computing’ delivers clear progression of skills from Year 1 to Year 6. There are six flexible units for each year group covering:

- Programming
- Computational thinking
- Creativity
- Computer networks
- Communication and collaboration
- Productivity

E-Safety is embedded to ensure safe and responsible use of technology.

## **Planning**

The long-term plans for Computing, outlining the ‘Switched on Computing’ units for each year group, are available in the curriculum area of the school website. These units are adapted by teachers in their medium term plans where key learning objectives are identified along with relevant vocabulary for the topic. The Computing Subject Leader is responsible for keeping and reviewing these plans. These plans must be accessible on the school server.

## **Assessment**

Learners are formatively assessed in Computing by teachers in the course of their teaching through observation, questioning and analysis of work. It is the responsibility of the class teacher to assess the progress of individual learners. This involves determining what each child has learned and what, therefore, should be the next stage in his/her learning.

To support this process and in order to make a summative judgement, class teachers have a copy of Focus Education’s ‘Key Assessment Criteria’. This identifies end of year expectations for each year group in Algorithms and Programming, Information Technology, Digital Literacy, plus the Knowledge, Understanding and Skills required of a safe computer user.

At the end of each term (starting from Summer 2015), teachers will enter onto the school's assessment recording system, whether a child is beginning (b) the curriculum for his/her year group, is working within it (w), is secure in it (s) or is exceeding (s+) end of year expectations.

### **Inclusion**

The strength of Computing is that it can provide equality of access to the curriculum for all children to allow them to function at their optimum level, either as an aid to communication or a means of controlling their environment, as well as an integrated aid to learning. Equality of opportunity is offered to both boys and girls while the provision of resources takes into account the needs, abilities and interests of individual children, especially:

- Younger children
- Children who have a special skill or talent
- Children who speak a language other than English
- Children who experience difficulties with learning
- Children from ethnic backgrounds
- Children with physical and sensory difficulties

### **Cross Curricular Links**

Computing contributes to teaching and learning in all curriculum areas. For example, graphics work links in closely with work in art, and work using databases supports work in mathematics, while the Internet proves very useful for research in humanities subjects. Skills in Computing enable children to present their information and conclusions in the most appropriate way.

### **Resources**

The school acknowledges the need to continually maintain, update and develop its resources to support the effective delivery of the National Curriculum and support the use of ICT and computing across the school. Staff are asked to log any faults in the IT technician's book located within the ICT suite as soon as they are noticed. Resources, if not classroom based, are located within the ICT Suite which classes are timetabled to use at least once a week:

- Every classroom has a laptop connected to the school network and an interactive whiteboard.
- A laptop trolley is available for classroom use.
- An IT technician is available in school for half a day each week.
- Children have access to an early morning computing club.
- We subscribe to range of cross curricular digital resources including Reading Eggs, Education City, Mathletics, Purple Mash, Just 2 Easy and General Knowledge Quiz.

## **The Role of the Subject Leader**

The monitoring of the standard of children's work and the monitoring of teaching in Computing is the responsibility of the Computing Subject Leader. The Computing Subject Leader is also responsible for supporting colleagues in the teaching of Computing, for keeping informed about current developments in the subject and for providing a strategic lead and direction for the subject in the school.

- To advise the Head teacher and Governing Body on the future development of Computing in St. James the Great School through the annual completion of the Subject SIP and through reporting to the Curriculum Committee when required.
- To evaluate and record how the school is doing with reference to the standards set by Ofsted, through annually updating the subject SEF.
- To maintain a Subject Leader's folder for Computing, using the school's set Contents List for the Foundation Subjects.
- To liaise with the link Governor for Computing, ensuring they have the most up-to-date copies of the subject SEF and SIP, and making arrangements for the governor to undertake lesson observations in Computing.
- To annually review and update policy documents/guidelines which will incorporate any new statutory requirements.
- To be responsible for the implementation of the policy documents and to monitor the development of Computing throughout the school, with particular regard to continuity, achievement and progression, through monitoring of planning and pupil's work.
- To observe and support in the classroom in the area of Computing (as time allows).
- To be available to liaise with/advise colleagues in the field of Computing within the time available.
- To plan and lead staff meetings/workshops to enable staff to tackle the teaching of Computing with confidence.
- To keep up to date with current developments in the field of Computing in primary education through reading, courses, visits, etc.
- To manage a budget allocated by the Head teacher for this subject.
- To attend training courses specifically for the successful implementation and maintenance of the Computing curriculum.
- To liaise with the IT technician as necessary.
- To liaise with the school's Designated Person for Child Protection as regards to implementation and reporting of incidents relating to e-Safety.

## **The Role of the IT Technician**

To ensure that:

- The school's IT infrastructure is secure and is not open to misuse or malicious attack.
- The school meets the e-Safety technical requirements outlined by London Borough of Croydon or DfE.
- Users may only access the school's networks through a properly enforced password protection policy.
- The school's internet content filtering practice is applied and updated on a regular basis.
- He/she keeps up-to-date with e-Safety technical information in order to effectively carry out their e-Safety role and to inform and update others as relevant.
- The use of the network/ remote access/ email is regularly monitored in order that any misuse/ attempted misuse can be reported to both the Computing Subject Leader and Designated Person for Child Protection.
- Monitoring software/ systems are implemented and updated.

**Next Policy Review Date:** Spring 2017

### **Linked Policies**

- Anti-bullying
- Discipline and Behaviour
- Child Protection
- E-Safety
- Social Networking