



Latchingdon C of E Primary School

Policy for Computing

This document is a statement of the aims, principles and organisation of Computing for all children in Latchingdon C of E Primary School.

It was revised in January 2017 by the ICT Subject Leader in consultation with staff and governors and was approved by the Governing Body on 9.3.17

The policy will be reviewed within a 3 year period.

Aim

The school's aims are to:

- Provide a broad, balanced, challenging and enjoyable curriculum for all pupils.
- Develop pupil's computational thinking skills that will benefit them throughout their lives
- Meet the requirements of the National Curriculum programmes of study for Computing at Key Stage 1 and 2
- To respond to new developments in technology
- To equip pupils with the confidence and skills to use digital tools and technologies throughout their lives.
- To enhance and enrich learning in other areas of the curriculum using IT and Computing.
- To develop the understanding of how to use computers and digital tools safely and responsibly

Roles & Responsibilities

The ICT Subject Leader oversees Computing planning within the school and is responsible for informing the rest of the staff about new developments and, where appropriate, for organising (and at times providing) appropriate training. The ICT Subject Leader advises colleagues on managing equipment and software, but is not expected to act as technician. The Subject Leader monitors the curriculum and reports termly to the Governors via the Headteacher's report with regard to the school's development plan. The Subject Leader liaises with the governor responsible

for Computing. The ICT Subject Leader is responsible for monitoring the teaching of COMPUTING.

Class teachers are responsible for the teaching of Computing to their classes. Class LSAs are confident in their use of Computing and work regularly with groups of children.

Special Needs & Equal Opportunities

The school recognises the advantages of the use of Computing by pupils with special educational needs. Where appropriate, targets on pupil's IEPs are supported through the use of specific programs.

General

Computing is taught both as a discrete subject and skills which are integrated into all other curriculum areas. Computing is used as a tool to improve learning. We aim to provide a broad and balanced curriculum through our long term Computing plans and subject schemes of work. These ensure our pupils are taught a range of skills and techniques in Computing as a discrete subject and as part of work in other curriculum areas.

Teaching and learning

Our planning follows Computing Inspires Progression in Computing.

Internet and e-safety

Internet access is planned to enrich and extend learning activities and is part of the statutory curriculum. Pupils receive training in e-safety when using the Internet and are supervised. They are given clear objectives for Internet use. To guard against accidental access to materials which are inappropriate we access the Internet by means of a filtered service.

The learning platform used by the school allows safe and responsible internet email use which is monitored by staff.

Assessment

Children are assessed against assessment statements matched to the PoS to be achieved by the end of the relevant key stage and tracked on Target Tracker.

Reporting & Recording

Parents are informed of their child's progress in Computing as part of the school's annual written report.

Monitoring, Evaluation and Review

The ICT Subject Leader monitors Computing planning each term. This ensures the scheme of work is implemented and all strands are planned for. In addition to this, the ICT Subject Leader monitors teaching and children's work. Feedback is given at both SLT and Staff Meetings, and to individual members of staff. The Governors are kept informed of the Co-ordinator's work through termly reports in the Headteacher's report to the Governors.

Security

All IT equipment is security marked with the school postcode. Laptops are locked in a secure room at the end of each school day.

Each computer system is accessed through a password, providing security against unauthorised access to the management system.

Health and Safety

All equipment is installed in line with LA Health and Safety guidelines and its use follows the relevant Codes of Practice. All equipment is checked annually under the Electricity at Work Regulation 1989. An inventory is kept up to date to ensure all equipment is checked. New equipment is added to the inventory on arrival. Regular Health and Safety checks are conducted by the school's representative, faults are logged and appropriate action taken.