Westleigh St.Paul's C.E. Primary School

Computing Policy
April 2020

Mission Statement

Westleigh St Paul's C.E. Primary School is committed to the provision of a high quality education for all its pupils, designed to ensure that they can realise their individual potential within a Christian framework.

Vision

We aspire to provide a high quality computing education, which will equip pupils to use computational thinking and creativity to understand and change the world. We endeavor to develop computing skills through discrete and cross-curricular context, with deep links to mathematics, science and design technology. We wish all pupils to become digitally literate, whereby they can use and express themselves and develop their ideas through Information and communication technology at a level suitable for the future working place and as active participants in a digital world.

Aims

At Westleigh St Paul's we aim to:
- Provide continuity and progression in all of the strands of the computing National Curriculum
- To provide engaging and motivating Computing activities, taught in discrete computing lessons or through cross curricular links.
- Inspire confidence and commitment and share ideas and good practice.
- To equip staff with a high level of expertise which will impact on teaching and learning and raise standards.
- Raise awareness of the importance of how to keep staff and pupils safe online in a range of E-safety situations.

Roles and Responsibilities

The SLT are fundamentally responsible for the Computing budget for the whole school. Coordinators are responsible for the delivery of computing and developing the curriculum throughout school.

The Computing Leader oversees the following aspects of Computing in school:
- Computing Policies, Computing Scheme of Work, planning for Computing delivery
- Monitoring and evaluation of lessons, plans and pupils work
- Identify computing needs (together with all staff), purchasing and allocation of resources for relevant year groups
- Liaising with SLT and school's contracted Computing Technical Support Team (ABTEC)
- Keeping staff up to date and informed about new Computing developments and initiatives, appropriate INSET and training

Individual class teachers are responsible for ensuring that the Computing National Curriculum is delivered appropriately and that all schemes, policies and initiatives are implemented and adhered to.

Staff are encouraged to attend courses to develop both personal and school-based computing expertise and should inform the computing Lead of their training needs in order that these can be addressed.

Entitlement

School follows the computing National Curriculum Programmes of Study and delivers these requirements through a range of schemes including: Twinkl unit plans, the Rising Stars switched on Computing Scheme of Work, teachers own planning, and Target Tracker statements.
In the Early Years, pupil's work is planned alongside the Early Learning Goals.

All pupils have access to weekly timetabled computing lessons through the use of school laptops, IPads and a range of computing equipment. This is regardless of gender, race, cultural background or any physical or sensory need.

Special Needs pupils receive differentiated computing provision relevant to their specific needs and levels of ability within the regular classroom lessons. All pupils are given opportunities to develop computing skills and knowledge through other areas of the curriculum and these are highlighted in teachers' subject plans.

Teaching and Learning

Teachers will make use of the Twinkl unit plans, the Rising Stars switched on Computing Scheme of Work, teachers own planning, and Target Tracker statements. If necessary they should supplement and / or adapt the units to address the differing needs of pupils and be flexible with content so that cross-curricular themes can be developed.

Computing lessons are taught as stand alone lessons, or intergrated into daily lessons, through a cross-curricular approach. Teachers should use a variety of teaching strategies and styles to maintain pupils' interest in computing and thus ensure that they are given many varied opportunities and contexts in which to learn. Class teachers are encouraged to be flexible in their approach to lesson delivery and format to accommodate all pupils.

Monitoring, and Review

The computing development plan is updated regularly by the SLT and computing team and is used to review the status of computing in school. Other methods used to review and monitor computing are:

- The class teacher conducts an end of unit assessment providing a standard of achievement for each child, to put towards the end of year assessment.
- An end of Year assessment will be collected in July, from all year groups, and is the result of Teacher assessments.
- These results will help form an end of year report from the computing lead.
- The computing lead conducts a regular audit of the training and resource needs
- The computing lead collects examples of pupils work and/or asks class teachers to produce computing displays throughout school.

The computing policy is reviewed every two to three years, or more frequently if necessary.

Assessment

Assessment in computing is both formative and summative. Teachers assess pupils using the school's ongoing assessment package and record progress at the end of each half term. These form part of the assessment process, which allows teachers to record progress of attainment for individual pupils at the end of each term. These attainments are then entered onto a grid to monitor progress throughout the school. Records are passed to the next class teacher to inform future planning and lesson delivery. Schools current assessment tool is TargetTracker. Staff will provide an end of year assessment for each child.

Pupils keep work in their own personal folders and also on the schools shared area.

Technical Support

School purchases an annual ICT Technical Support contract from a local ICT company, which entitles the staff to a half-day's ICT support every week. All staff are able to contact ABtec with any faults and technical problems in advance of there visit to ensure that this service gives value for money.

Health and safety

All computing equipment is checked annually under the Electricity at Work Regulations. All new equipment is checked before use. Faults are reported to the computing Co-ordinator. The SLT make sure staff are aware of the relevant health and safety concerns with regard to computing equipment and that they follow guidelines and regulations issued. Pupils are regularly taught about and reminded of the safety issues within computer suites and particularly about electrical dangers. There is a health and safety policy, which outlines procedures and policy in further detail.

E-Safety and the VLN

All users of the Internet and email facilities in school, whether staff or pupils, must abide by the Internet and Email policies and codes of conduct - see appendix. Failure to do so will result in the appropriate action being taken. Each member of staff and every child (when issued by class teacher) have access to the VLN and their class homepage. All units taught include an E-Safety objective by which all pupils and staff need to abide by. Staff will be regularly briefed regarding E-Safety issues and attend relevant training. (See E-Safety policy).

Software

Only appropriately licensed software must be used on the school premises and licenses are stored in the Main office.

Hardware and Software

Reception • Ipad x2 • Iboard • Printer • PC (teacher) • PC x2 childrens • Light box	Year 3 • 15 laptops and trolley • Iboard • Printer • PC
Year 1 • Ipad x2 • Iboard • Printer • PC (teacher) • PC x2 childrens	Year 4 • 15 laptops and trolley • Iboard • Printer • PC
Year 2 • Ipad x1 • Iboard • Printer • PC	Year 5 • 15 laptops and trolley • Iboard • Printer • PC
Key stage 1 • CD Player / Tape Recorder • Cameras • Remote control cars I • 16 x laptops • 16 I Pads • 1 IMac • 1 stand alone printer • 6 Beebots	Year 6 • 15 laptops and trolley • Iboard • Printer • PC Key stage 2 • CD Player / Tape Recorder • Digital Camera • 6 Probots • 6 Sphereo programmable toy

School laptops
-Every teacher has own laptop (see equipment on loan list).
Each class has a selection of additional cross-curricular software for use within relevant age groups and topics.
A card reader, video recorder, children's digital recorders and a computer microscope are also available.

Appendix

Internet and Email policy
E-Safety policy
Scheme of work / Long Term Unit plans
Computing Development Plan
Computing Action plan