

Arley Primary School

Computing Policy

Introduction

At Arley Primary School we believe that Computing is central to the education of all children and we aim to give each pupil the opportunities to develop and apply their capability to the fullest degree.

Linked Policies

E-safety

Behavior

Child protection.

Aims

It is the aim of Arley Primary School:-

- To develop children's individual computing capability
- To develop skills and understanding as well as knowledge
- To develop the use of technical language
- To enhance learning in other areas of the curriculum using computing
- To develop computing as a tool for learning and investigation in all subjects
- To equip pupils with the confidence and capability to use computing throughout their later life
- To recognize the potential, and deepen the awareness of the application and necessity of computing in everyday life
- To stimulate interest in new technologies

Pupil Objectives

At the end of KS1 children should:

- Have used a computer to process and present writing and pictures
- Have used a computer to draw a picture
- Developed good mouse control
- Have discussed computer systems and control technology experienced in everyday life
- Understand that machines respond to human input
- Have used computing to draw simple graphs
- Have used a digital camera to take photographs

At the end of KS2 children should:

- Have used computing to store, retrieve, process and present information
- Have developed good keyboard skills
- Have used computing to search for information and to explore and solve problems in the context of other subjects
- Be able to discuss and evaluate their use of computing
- Be able to discuss the use of computing in the wider world
- Understand the uses of the World Wide Web, and how this information can be accessed via the internet
- Be able to send and receive e-mails and edit own web pages
- Have used a digital video camera to create short films and animations
- Understand advantages, disadvantages and safety issues for using modern technology to communicate

Staff Objectives

As a minimum standard of professional competence the teaching staff are expected:

- To be capable of using the hardware and software provided to ensure children receive their computing entitlement
- Be able to load an encrypted memory stick, save work (onto a stick or the hard drive) and retrieve it
- Be able to use the internet and find information
- Be able to send and receive e-mails
- Be able to use a digital camera and transfer files to a computer

Progression

In order to ensure progression and continuity throughout the school and to ensure the delivery of a broad and balanced curriculum the school has developed a curriculum map and scheme of work with links to the Rising Stars scheme.

Teaching

Teachers are encouraged to use a variety of teaching styles in order to introduce new software and skills. Children are given the opportunity to work in small groups, pairs, individually and as a whole class. It should be noted that different groupings are flexible to ensure equal opportunities and that appropriate differentiation is maintained at all times to meet the needs of individual children.

At Arley we value the efforts our pupils make and encourage them to feel proud of their work. Work is displayed in general school displays.

Equal opportunities/Multicultural Education

All pupils have equal access to computing and all staff follow the equal opportunities policy. As with all resources we ensure software is not gender or culturally biased.

Special Educational Needs

We believe that all children have the right to access computing. In order to ensure that children with special educational needs achieve to the best of their ability, it may be necessary to adapt the delivery of the computing curriculum for some pupils. Where appropriate computing can be used to support SEN children on a one to one basis where children receive additional support.

Resources

At present our computer suite is resourced with 30 internet connected computers and two network printers. The suite is used for whole class teaching of computing. The computers all have the same desktop and software. We also have a server which supplements our software.

Each class from Reception to year 6 has a digital camera and there are other imaging resources available such as Ipads. Each class is allocated a one-hour session for computing in which they have access to the computer suite and the Ipads. Other slots are available at certain times and these are requested via the notice board in the staffroom.

Each classroom has a computer which is networked, with internet connection. In addition to this all classrooms have an interactive whiteboard and SMART Notebook software.

A maintenance agreement is in place to support the coordinator fulfill the role of ensuring all equipment is safe and working appropriately. There is a book on top of the I-pad trolley for members of staff to report any faults with equipment or software.

The school also has a bank of sixteen I-pads equipped with educational apps. Each class has an hour slot to use either the computer suit or I-pads. Slots can also be booked via the notice board in the staffroom for use with other subjects. Further apps can be purchased through iTunes with permission from the computing coordinator and Head Teacher. It is the computing coordinator's responsibility to ensure all apps are educational, appropriate and fit for purpose.

Health and Safety

The following guidelines are in place to promote high standards in health and safety:

- Children should not put plugs into sockets or switch the sockets on
- Trailing leads should be made safe behind the equipment
- Liquids must not be taken near the computers.
- Magnets must be kept away from all equipment
- The maximum time a child should work at a computer is 2 hours a day
- All hardware will undergo a safety check annually
- Children should not work for longer than 1 hour at a computer without a break

Cross Curricular Links

As a staff we are all aware that computing capability should be achieved through core and foundation subjects. Where appropriate computing should be incorporated into schemes of work for all subjects. Computing is used to support learning in other subjects as well as develop computing skills.

Assessment and Record Keeping

Computing work is saved on the school network. Teachers regularly assess capability through observations and looking at completed work. Key objectives to be assessed are taken from National Computing Curriculum. Evidence of 'unplugged' computing work will be in a book for the computing coordinator to monitor at regular intervals throughout the year.

Evaluation and Review

We see our policy as a working document and we plan to review this policy periodically.

COVID-19 Response

A new curriculum map has been put in place to ensure pupils' not only catch up any missed learning but also accelerate their learning within the subject and are next year ready. The computer suite is cleaned at the end of each day to reduce transmission of Covid-19.