



Computing Policy

Reviewed:

January 2023



Introduction

This policy document sets out the schools aims, principles and strategies for the delivery of Computing. Together with the Computing Development Plan it will form the basis for the future development of Computing in the school.

What Does Computing Cover?

As well as being an essential curriculum requirement, the ability to use Computing effectively is a vital life skill in modern society. We interpret the term 'computing' to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically.

The Schools Aims

Our aim is to produce learners who are confident and effective users of computing. We strive to achieve this aim by:

Community – Using computing to develop partnerships beyond the school

Role modelling – broadening children's interests and experiences of the world around them through practical experiences

Enthusiasm - develop children's practical life skills, and through this, help to develop their self-esteem and their confidence

Achievement - develop children's ability to care and show concern

Trust - help children to become informed pro-active citizens as they develop showing respect for themselves, others, other cultures and the environment

Explore - Helping all pupils to evaluate the benefits of computing and its impact on society and different cultures

The Schools Curriculum Organisation

Computing should be incorporated, where possible, into the planning of each scheme of work. When planning work involving Computing, teachers should identify activities in which the emphasis is on the development of Computing capability and others where the emphasis is on the subject which is being supported by Computing.

Planning

Each half term teachers will plan to cover one aspect of Computing i.e. to code. Using the school's yearly overview planning sheet the teacher can ensure that each of these areas is visited at least once a year. The activities cover all aspects of the National Curriculum.

The different areas set out in the scheme of work are accompanied by the objectives set out in the National Curriculum. Teachers will assess the children's needs throughout the units and progress as the children need.

Recording, Assessment and Reporting

All pupils' work is saved to their own folder. This work should be kept until the end of the academic year. Any paper based work will be in their computing books.

Teaching and Learning Styles

Teachers are expected to employ a range of strategies and to use their professional judgement to decide on the most appropriate. These will include:

- Using the Computing system in conjunction with Digital Projector's and Interactive Whiteboard's to demonstrate to a group of pupils or the whole class.
- Individual or paired work using worksheets and help cards
- Collaborative writing and design work in groups
- We use quizzes and other spaced retrieval activities to help children remember and recall key facts and information.
- We teach key concepts for each strand and ensure these are built upon each year
- Knowledge organisers shared with parents and children at home and used in lessons as starters/plenaries
- Curriculum working walls used to share key facts, skills and vocabulary, key people and diagrams
- Local links are established wherever possible to make our curriculum bespoke to our school
- Prior learning is displayed in classrooms so children and adults can refer to it throughout the year (constantly revisiting past learning)
- The progression documents are used to ensure each year group is taught the appropriate skills, knowledge and vocabulary

Groups will be selected to ensure that all pupils are equally active and involved in the task, and that all have equal access to the computer network. Activities using Computing are planned in order to allow different levels of achievement by pupils or to incorporate possibilities for extension work. Teachers are expected to intervene where appropriate to reinforce an idea or teach a new point.

Access to Computing

To ensure that all pupils are given access, each pupil has individual access to their own folder on the school Server. Each class is equipped with one networked Laptop with access to the on-site Server on which a suite of core software, alongside more age/curriculum specific software, is installed. Each class also has an Interactive Whiteboard. There are three laptop trollies in school which hold laptops and iPads. There is a scanner, digital imagery equipment and software available for digital video production. All PC's and software will be reviewed and updated as and when required, dependent on sufficient funding being available.

Equal Opportunities

All pupils should have equal access to Computing in order to develop their personal Computing capability. When pupils are working in groups, we endeavour to ensure that their hand on experience is equitable. The SENDCO and Computing Curriculum Co-ordinator jointly advise teachers on the Computing support which can be provided to individual pupils, including high ability pupils.

Role of the Computing Co-ordinator

The Computing Curriculum Co-ordinator is responsible for the following:

- Ensuring the consistent implementation of the Computing Policy
- Ensuring staff access to Computing
- Curriculum development
- Ensuring continuity between year groups
- Ensuring Computing progression
- Purchasing/allocating software in consultation with the Computing Server Manager
- Identifying what Computing support is needed by individual staff
- Liaising with the Computing Server Manager
- Arranging in-service support/training
- Reviewing the Computing Policy in conjunction with the Computing Server Manager

The Computing Server Manager MINT is responsible for the following:

Oversight and management of the on site server and network, associated equipment and software

Purchasing and installing hardware

Installing software as directed by the Computing Curriculum Co-ordinator

Configuring and managing the on site Server and connected station's

Security and integrity of the Computing system

Security and integrity of users files, disk allocation and print credits

Monitoring and Review

The Computing Curriculum Co-ordinator will monitor the Computing SOW to try to ensure that each year is providing a balance across the Computing curriculum and will, look at the pupils records to make sure that pupils are making suitable progress. From this information it may prove necessary to adapt the Computing Policy or the Computing Development Plan in consultation with the Computing Curriculum Co-ordinator and Computing Server Manager.

Software

The school has a range of subject and age specific software for the core and foundation subjects and this is regularly reviewed and updated.

Scheme of Work

As previously stated, the school has adopted a scheme of work which covers all areas set out in the National Curriculum. The scheme of work is linked closely with the programme 'Purple Mash'. The scheme of work illustrates how the National Curriculum programme of study and attainment targets in Computing for KS1 and KS2 can be translated into practical a plan.

Disposal of equipment

The disposal of all computer equipment is arranged via service agreement in conjunction with Airedale Computers.

GDPR

All memory devices must be password encrypted and all passwords must be stored securely away from laptops and memory pens. All teacher laptops, when unsupervised must be locked and password protected at all times.

