Policy for Computing

Birchley St. Mary's Catholic Primary School

Revised July 2014

Mission Statement

St. Mary's School
is a safe and happy place,
where we follow Jesus by
living, loving, learning
and working together.

Our school family aims to understand and follow the example set by Jesus.

We will achieve this by:

- Using the Archdiocesan syllabus to underpin all school policies and practices.
- Developing self respect and respect of others.
- Setting good examples of positive behaviour.
- Encouraging and rewarding honesty and integrity.
- Listening to each other.
- Enabling all to contribute.
- Enabling all to recognise their actions and resulting consequences.
- Providing quality opportunities for silent prayer and/or reflection.
- Facilitating opportunities for helping others.

Our school family aims to fully develop the potential of everyone within our school community.

We will achieve this by:
- Providing a broad, balanced and creative curriculum, accessible by all.
- Having rigorous and robust assessment procedures which drive teaching and learning.
- Seeking enrichment opportunities.
- Celebrating success and achievement at every level.

Our school family aims to work together with our families and parish to be an integral part of the wider community.

We will achieve this by:
- Actively seeking out opportunities to promote the school as part of the wider community.
- Actively seeking out opportunities to enrich the local and wider community
- By encouraging links with the parish and families
- Involving local community in school/parish events.
- Making effective use of visitors to enhance the children's learning.
- Developing means of communication e.g. newsletters, reports, parent evenings and websites.

Aims

Through the teaching of I.C.T. and its use at Birchley St. Mary's Catholic Primary School, we aim that our children will be able to access and use I.C.T. to support their learning in all areas of the curriculum. Through this use, their learning will be made more exciting and stimulating and prepare them for the increasing digital world.

Objectives

To achieve these aims, the children will be taught to:

- Recognise and know how to use safely a range of I.C.T. equipment, including P.C.'s, laptops, digital cameras, video cameras, C.D. players, tape recorders, radio controlled toys, programmable devices, sensor equipment, interactive whiteboards, video conferencing and website authoring.
- Generate, save and retrieve texts, images and sounds.
- Select appropriate I.C.T. equipment for required tasks.
- Make decisions about when or how I.C.T. can be used to enhance their work and when it may not.
- Use I.C.T. to explore real and imaginary situations.
- Plan and design instructions to make things work.
- Talk about I.C.T. within school and outside of it using appropriate technical vocabulary.
- Use the internet and St. Helens Intranet safely.
- Extend safety aspects to home usage.
- Interpret data or other information from I.C.T. usage and evaluate its quality and reliability.
- Use control languages to control onscreen modelling.

Structure

Our children will be taught the knowledge and given the skills, with understanding, to use I.C.T. effectively. Through this they will be able to develop their ideas and exchange and share information, modifying and evaluating their work as it progresses. They will explore a variety of I.C.T. skills working with a range of information, and be thus able to relate this to all areas of the curriculum, and use this inside and outside school.

Planning

The school follows the Programmes of Study in the revised National Curriculum, using the St Helens scheme of work as the basis to all teaching and learning experiences. Through long term, medium term and short term planning there is a structured framework which enables progression through the school with differentiation and assessment integral to successful teaching. Each teacher will use a variety of teaching styles to deliver teaching within the programmes of study outlined above.

Assessment, Reporting and Recording

Each class teacher, with the Subject Leader, will assess their children's learning on an ongoing basis and will evaluate their teaching and their children's learning at the end of each topic, or as appropriate.

Each teacher will collect a sample of children's work for each topic taught. This will be collected (and annotated relating to objectives achieved) in a portfolio of work for each year group and kept with the class teacher. The children save and retrieve their work from the school's server or online.

Marking is through verbal discussion. Children must also have time to self assess at the end of each lesson. A highlighting sheet is to be completed at the end of each topic to assess children's learning against topic objectives. Sheets to be kept in evidence of work folder.

Parents are reported to at the end of each school year on their children's progress through the End of Year Report, with a copy kept in school to aid continuity.

S.E.N.

All children will have equal access to the Programme of Study for Computing. Tasks will be differentiated where appropriate when children's skills are above or below the average range. The Subject Leader will offer support and obtain relevant materials for this to be carried out successfully.

I.C.T.

I.C.T. is used in all curriculum areas when possible where it is planned into each lesson in a variety of forms as is expected in the National Curriculum.

Resources

It must be appreciated that in the resourcing of I.C.T. advances will take place as is the nature of the subject and can happen quickly, so what is documented may change in this policy's life. Please see asset register, kept in school's safe, for full list of all resources.

Each teacher has a wireless school laptop and every classroom has an interactive whiteboard.

There are multimedia computers in classrooms, which are wireless networked and which have access to the school server, as well as the internet via the St Helens LA link.

Each class has a profile designed to enable them to access the software and other resources needed to carry out the curriculum at the appropriate level.

A small number of wireless networked laptops are available for classroom use.

There are digital cameras for each year group and one scanner for school use.

Staff have access to training and teaching materials through their class units on the server – Class Work Folders, Media NAS Box and Staff Shares.

Safety

Safe practice is encouraged at all times through the correct use of resources and seating etc. with electrical equipment maintained through County inspections.

The use of the Internet is through the 'Intranet' which is a filtered service for the children, through St Helens Council, to ensure that suitable materials only are accessed by our children. At all times an adult is on hand to supervise the use of the Internet.

Please see e-safety policy for further information on procedures regarding e-safety.