Ridgeway Primary School

Policy for Computing
Updated June 2019
Foundation Development team

Introduction

This policy document sets out the school's aims, principles and strategies for the integration and delivery of Computing at Ridgeway Primary School.

Our Vision for Computing at Ridgeway

- To equip all learners with the experiences and skills of computing that they will need to use in a rapidly changing technological world.

- To enable children to apply their computing skills across a range of scenarios through use of Higher Order Thinking skills.

- To implement strategies within computing to raise staff confidence in the delivery of Computer Science.

Aims

Our over-riding aim at Ridgeway is to produce learners who are confident, independent and effective users of computing. We strive to achieve this by:

- Ensuring that children, parents, staff, governors and the wider community have relevant, meaningful and enjoyable experiences using computing
- helping all children to develop the necessary skills to exploit computing and become autonomous users
- helping all children to evaluate the benefits of computing and its impact on society
- meeting the requirements of the Early Years Foundation Stage Curriculum and the National Curriculum, helping our children to achieve the highest possible standards of achievement using computing in innovative ways for collaborative and independent learning, both in computing lessons and cross curricular learning opportunities .

Curriculum Coverage and Progression
- Teachers follow the 'Switched on' Computing scheme to ensure coverage of the national curriculum and progression is effectively planned for.
- Early years follow their own programme of work, in line with the Early Learning Goals.
- Opportunities for embedding computing as a tool to support learning and teaching are identified in our creative curriculum weekly planning documents.
- Recommended software for all aspects of curriculum coverage is available from the computing co-ordinator.
- Planning is reviewed and adapted at the end of each term by the computing co-ordinator in consultation with each team of teachers.

Opportunities and Organisation

All class bases are equipped with a computer, interactive whiteboard or screen, sound and video playing facilities. All class bases have internet access and have the facility to print to central networked printers. We have several small group rooms within school and these are equipped with the same level of equipment. We also have class sets (12) of

iPads per year group and two iPad trolleys for deployment around the school. To enable all these iPads to connect to the internet anywhere in school, we have a managed wireless network.

Foundation stage: Pupils have daily access to networked computers providing a range of software and internet access within the classroom setting. A range of remote controlled and other electronic toys are kept within the Reception classrooms.

KS1 /2
All children have access to PCs in the computer Hub and wireless access to the internet via iPads.

General Resources:
 The computer Hub has 24-networked Windows 10 machines with Internet access. There is also an interactive screen from which the teacher can model and demonstrate lesson objectives and teaching points.

- There are two networked PC's in the staff room which are available for staff use.
- Faults with both hardware and software should be reported **to the technician** as soon as they occur. Technical support is available daily and is managed and prioritised by the Technician.

Inclusion
Computing is a motivating technology and the SENCO and ICT co-ordinator work together jointly to advise teachers on the ICT support which can be provided for individuals of all ages and abilities.

- Children's individual needs will be addressed through the provision of appropriate learning resources, learning styles and questioning
- Children's experiences of computing in the wider community will be acknowledged and taken into account when planning
- Positive use of technology will be promoted by all.
- Use of school iPads for interventions.

Cross Curricular links
The planning from the 'Switched on' Scheme of work follows the National Curriculum key skills and programs of study for the primary phase. Staff integrate these units of work in a cross curricular thematic way where possible links can be made.

With computing now well integrated into our Literacy curriculum, we will endeavour to broaden the range of teaching and learning activities undertaken, whilst also looking for ways to capitalise on cross – curricular links and learning beyond the classroom and school building.

In addition, we aim to equip children in order that they are increasingly able to make decisions about how they use computing to forward and support their own learning.

With each classroom now having an Interactive Whiteboard we must ensure that we use these to maximise learning, whilst remaining aware of the variety of learning styles that exist within our classes.

Assessment and Reporting Arrangements.

- Formative assessment of children's computing capability is undertaken on an ongoing basis, where achievements in each lesson inform planning for the next. These assessments inform planning to ensure all children receive the personalised learning that they may require to make progress.
- Planned opportunities in the form of integrated /problem solving tasks also provide evidence for formative assessment.

- Computing work is monitored by the computing co-ordinator 2 times a year when samples of work are observed and pupil interviews take place.
- Teachers report to parents on each child's computing capability and achievements through the annual, end of year, report and through Parent Consultation meetings twice yearly.
- Information and work is shared through display, focus events, newsletters, celebration events, ELL weeks and our school website.

Home, school and community Links.

We aim to encourage the wider community to share in the technology available at Ridgeway.

- Parents are invited, wherever possible, to join us in carefully planned 'Inspire workshops' sessions, where they are able to learn alongside their own children.
- Ridgeway's own website also means that children and their families can access school work and activities at home.
- Parents can access school bulletins, the prospectus and see the work and events being carried out in school, via the school website: www.ridgeway.staffs.sch.uk
- Our school learning platform (Tapestry) provides a way for parents to interact with the school.

Health and Safety and Security (Please refer to the separate Online-safety policy.)

-**Security Policy**
We recognise and take very seriously the welfare and safety of all users of computing in school.

- Upon entry to the school, parents are required to give permission for their child to participate in activities which involve use of E-mail, Tapestry and the Internet, as well as the school's computing facilities.
- Parents are also asked to give permission for images of their children to be published in the press, on the Internet or in school publications. If consent is not given this is recorded in the child's school records and teachers are informed through documents in the class register.
- All content written, viewed or clicked upon on a school-networked computer will be monitored through a Staffordshire County Council approved monitoring software (currently Futures Cloud). This will collect dates, times and user and computer details along with any potential violations.
- From Year 1 children will have their own computer logon and password.
- All computer users will be presented with an Acceptable User Policy (AUP) upon logging onto any computer. The user will have to agree to this policy before being allowed to use the computer.
- Children are also asked to read the Code of Practice (Acceptable Usage Policy) for use of school computers (this is displayed in classrooms, the student planners and the library and in the computing suite).
- Children are asked to sign this agreement on entry to school, again on entry into Key Stage 2 (in Y3) and are frequently reminded of its content.
- Safe use of E-mail and the Internet is specifically taught as part of modules of work and through special events or focus weeks. It is referred to on an ongoing basis and in response to specific issues arising.
- All users of Ridgeway's computing facilities are required to sign an Acceptable Usage declaration. These documents are reviewed annually and are filed in the school office.
- Ridgeway has a named representative on the Governing body who is involved in ensuring e – safety.

It is unlikely that the amount of exposure to computer screens in the classroom will cause eye strain, or longer damage. However it is advised that the amount of time pupils use computers in any one session is limited to 30 min for EYFS/KS1 and 45 min for KS2.

Other factors to be considered include ensuring that the screen brightness is not set too high, avoiding trailing leads and ensuring that all equipment is easily accessible, securely balanced and comfortable to use. Headphones should be stored safely and not allowed to trail on the floor. Children should be supervised when switching computers on and off. Food and drink, including water bottles, are not permitted within the computer suite or in the location of where I pad technology is being used.

Role of the coordinator.

Monitoring the standards of children's work and the quality of teaching in Computing is the responsibility of subject leader, supported by the head teacher and colleagues from the Foundation Development Team. The work of the subject leader also involves supporting colleagues in their teaching, being informed about current developments in the subject, and providing a strategic lead and direction for Computing in the school. An annual audit of computing should be carried out by the computing co-ordinator which identifies any training and resourcing issues.

Prevent statement

At Ridgeway Primary School we aim to prepare our students to become good citizens of the future. Through our curriculum we teach pupils British values and how to celebrate diversity. We aim to raise their awareness of radicalisation and extremist views, whatever the source. We have adopted the principles and advice found in 'Keeping Children Safe in Education 2016' and the 2011 'Prevent Strategy'. These are incorporated into our school policy on tackling extremism. For more information please read the School Policy on Preventing Extremism and Radicalisation

Document History:

June 2010	Presented to curriculum committee for adoption September 2015
Feb 2016	Updated in line with new curriculum and presented to Curriculum & Achievement Committee 23rd May 2016
June 2019	Reviewed and updated. Presented to Teaching & Learning Committee 27th June 2019

This policy is due for renewal in2022

Ridgeway website: www.ridgeway.staffs.sch.uk