Date Valley School

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Computing Policy

This policy outlines the teaching, organisation and management of Computing at Date Valley School. The implementation of this policy is the responsibility of all the teaching staff at Date Valley School.

Computing is a fundamental aspect of our world today. Its influence in the future looks set to increase yet further. Children are entitled to every opportunity to develop the skills to employ ICT to help them learn and work.

Aims:

• To equip all learners with the experience and skills of Computing that they will use in a rapidly changing technological world

• Learners in our environment will be confident and independent in their use of Computing to solve problems across the curriculum

• To meet the requirements of the Early Years Foundation Stage Curriculum and National Curriculum for Key Stage 1 and 2

• Children, parents, staff, governors and the wider community have relevant and meaningful experiences using Computing

• Children have a growing awareness of how Computing is used in the world around them and of the benefits that it provides

• Computing is used to support problem solving and learning across the curriculum

• Innovative use of resources

• Children, parents, staff and governors to be aware of E-Safety issues

• Children, parents, staff and governors to be up to date on issues relating to social networking

Curriculum coverage and progression:

Long term planning demonstrates coverage and progression of the key objectives for Computing, following Switched on Computing by Rising Stars.

Opportunities for embedding Computing as a tool to support learning and teaching are identified in curriculum planning.

Classrooms:

Every classroom has a desk top with internet access. Each class also has a digital Camera and Ipad assigned to them.

There are 2 laptops in the Early Years setting for use by children and EYFS staff. All teachers' laptops are internet linked, and have access through the network to the public drive. These are maintained by IT services.

Teachers ICT resources:

Staff have access to an increasing range of Computing resources in the ICT suite and their individual classrooms.

Assessment:

• Teachers observations, Assessment for Learning and National Curriculum targets fully informs future planning

• Progress is assessed using the key objectives for Computing

• Teachers judgements are supported by a portfolio of evidence and sampling

• Children are encouraged to evaluate their own and others' work in a positive and supportive environment through a skills based passport assessment method

Monitoring:

Regular monitoring of all aspects of Computing by the Subject Coordinator informs the Coordinator, the School Development Plan and / School Evaluation Form.

Learning styles and the learning environment:

• Medium term planning takes account of differentiation and progression

• All learning styles are considered

• Open questions are developed to challenge children's thinking and learning

• Stimulating learning environments are created

• Independent learners have access to a variety of resources and are encouraged to reflect on the choices that they make

EYFS:

Children have Computing experience indoors, outdoors and through role play in child- initiated and teacher directed time.

Inclusion:

Children's individual needs are addressed through provision of resources, learning styles and questioning. Positive use of technology is promoted by all.

Equal opportunities:

All learners have the opportunity to develop their Computing capability.

Liaison and transfer between settings:

Children's attainment in Computing is shared with teachers in each setting.

Home, school and community links:

Computing developments and achievements are shared and positive relationships are fostered with home, school and the wider community.

Resources:

Resources are purchased and deployed effectively to meet with requirements of the Foundation Stage Curriculum and National Curriculum for Key Stage 1 and 2.

Computing suite:

• The Computing suite contains 10 internet linked laptops for children and 2 internet linked laptops for teachers

• Each class has at least one regular timetabled slot in the Computing suite on a weekly basis

• As with any electrical appliances children should not use computers without adult supervision

Roles and responsibilities:

• All teaching staff will work together to ensure the implementation of the Computing policy

• All staff will be aware of the E-Safety incident log located in the Managers office

• The Subject Coordinator is responsible for monitoring curriculum coverage and the impact of learning and teaching

• The Subject Coordinator is responsible for sharing developments in Computing with staff members and keeping herself informed through CPD

Health and safety:

• Age appropriate class and safety rules are displayed in the learning environment

• Equipment is maintained to agreed safety standard

• Staff and children are reminded not to look directly into the projector beam

• All equipment is checked annually under Health and Safety Regulations

• An inventory is maintained ensuring all electrical equipment is checked

• New equipment is added to the inventory on arrival

• When using Computing resources all staff will make a visual check specifically to ensure that there are no trailing cables or leads which could constitute a health hazard

E-Safety:

• All members of staff have signed an ICT Acceptable Use Agreement

• All members of staff are aware of the Safe Use of the Internet and E-Safety Policy

• Key Stage 2 children will be asked to sign a Safe Internet Use Agreement

• All children are reminded of staying safe at the beginning of every lesson and a lesson a term is dedicated to reminding the children how important it is to stay safe on –line

Role of the Subject Coordinator:

- To take lead in policy development
- Ensure teachers are familiar with the policy
- Support staff with lesson planning
- Lead by example in the way Computing is taught in classrooms
- To be enthusiastic about Computing
- Purchase, organise and review Computing resources, ensuring they are readily available and maintained
- Be aware of national and local developments by reading appropriate materials and attending courses and Subject Coordinator meetings
- To be up to date with changes to E-Safety Regulations and advisories
- Prepare, organise and lead INSET, with the support of the Senior Management Team

- Collect photographic and sample evidence of Computing
- Monitor children's work regularly via observations and internal moderation sessions
- Monitor the teaching of Computing by observing lessons and scrutinising planning
- Monitor the progress of Computing throughout the school and advise the Senior Management Team of actions required and contribute to the School Development Plan and the annual SEF
- Identify support need by colleagues
- To ensure the E-Safety Incident Log is monitored weekly and any incidents brought to the attention of the Senior Management Team

The current Computing Coordinator is: Sister Erum Jaffri

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

Date: February 2015