Walter Infant School

COMPUTING POLICY
(formerly ICT Policy)

DOCUMENT HISTORY

Version	Action	By	Date
1.5	Final Version	Rob Waller	March 2013
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Next Review Date: **Spring 2020**

1.   Computing Policy Introduction

1.1   At Walter Infant School we aim to develop independent learners who are well equipped for their future. Computing skills are an integral part of teaching and learning for pupils, staff and governors. We believe that computing motivates and excites pupils and enables them to achieve high standards.

1.2   We aim to use computing to aid planning, assessment, recording and reporting and for staff to be competent and confident in this.

1.3   This Computing Policy and its implementation will be reviewed bi–annually.

2.   Aims

2.1   At Walter Infant School we aim for all pupils to:

- develop computing capability and begin to be able to use this confidently and independently;
- broaden their understanding of the uses of computing within school and in the wider world;
- have access to the National Curriculum programmes of study;
- develop an understanding of the potential of computing within their own lives; and
- be aware of its limitations.

3.   We will do this by:

3.1   Meeting the requirements of the Wokingham Programmes of Study as fully as possible.

3.2   Providing a curriculum which motivates challenges and involves every child, to ensure they reach the highest possible standard of achievement.

3.3   Teaching children the skills needed to be able to use computing equipment to manipulate and present, store and retrieve, present and enhance, interpret and analyse and to place in real life contexts.

3.4   Providing relevant training and support for staff to ensure they can teach and support pupils effectively.

4.   Curriculum Organisation

4.1   The children will be given the opportunity to:

- find things out;
- develop ideas and make things happen;
- exchange and store information; and
- review, modify and evaluate their work as it progresses.

4.2   The children will develop their skills and understanding of:

- different kinds of information and how it is presented;
- computer science, including programming, algorithms and coding;
- different ways of obtaining, sharing, developing and passing on information;
- a variety of information sources, computing tools and applications; and
- the uses of computing in the wider world.

4.3   Skills will be taught through a planned scheme of work based on Wokingham Computing programmes of study. The teaching of Computing will be closely linked to the other areas of the curriculum by including the Computing skills to be developed within the medium term planning for the other subjects.

4.4 All classes will have timetabled sessions in the Computer Suite or access to laptops in the classroom, to support their learning across the curriculum. Further to this, the Computer Suite will be able to be booked to give pupils additional opportunity to use computers.

4.5 There will be PCs in each classroom to allow opportunities for computing within all curriculum areas.

4.6 In the Foundation stage Computing will be taught as part of an integrated day in small groups.

5. Teaching and Learning Strategies

5.1 We interpret Computing teaching as wider than only sessions in the Computer Suite. We include the use of programmable toys, digital cameras and interactive whiteboards in our planning and teaching.

5.2 During a typical lesson in the Computer Suite the teacher uses the computer or interactive whiteboard to demonstrate to whole class/groups then gives time for children to develop their skills through paired work on the computer or by taking half the class at a time with 1 computer each. The teacher supports the pair or individual and offers opportunities for more able children to be challenged further. (Please see Walter Infant School Teaching and Learning policy.)

6. Assessment and Recording

6.1 The teachers will report progress and attainment within Computing to parents at the end of each year.

6.2 Computing will be used to support assessment, tracking and target setting in other subjects, including English and Mathematics.

7. Health and Safety

7.1 Health and safety issues specifically relating to Computing that will be taken into account include:

- no one spending long periods working continuously on computers;
- the computers being at appropriate heights for the children and the children being shown the correct way to sit;
- care being taken to ensure all leads and cables are stowed safely and securely;
- children being encouraged, when working in pairs or groups at the computer, to make sure everyone can see clearly and is comfortable;
- children being shown how to position their hand on the mouse;
- nothing being placed or stored on top of the monitor's ventilation grills;
- the children being shown how to use mobile equipment responsibly;
- electrical appliances being tested regularly by a PAT tester; and
- staff and pupils being warned not to look directly at the projector light. Users, especially children, should keep their backs to the projector beam as much as possible. As such, pupils should face away from the beam when working. Notices will be placed in all classrooms to this effect. Where possible, projectors should be located out of the sight line from the screen to the audience so that when the teacher talks to the class they do not have to stare at the projector lamp.

8. Pupil and Staff E-Safety

(See separate Walter Infant School E-Safety policy.)

9. Equal Opportunities

All children regardless of gender, ability, social and cultural background are entitled to be offered a Computing curriculum applicable to their individual needs. We will endeavour to ensure this by giving all children equal access to the computing curriculum by using software with different levels of access, appropriate hardware and additional adult support where necessary. For those children demonstrating greater competency in computing skills, provision will be made.

10. Role of the Computing Coordinator

The Computer Coordinator' role will include:

- ensuring that a suitable scheme of work is in place;
- monitoring and evaluating the implementation of the scheme of work;
- ensuring progression in and continuity of computing skills;
- promoting the integration of computing;
- encouraging and supporting colleagues;
- coordinating the evaluation and review of the school's Computing Policy; and
- keep up to date with new developments in hardware and software.