# ST JAMES' RC PRIMARY SCHOOL

## COMPUTING
## POLICY STATEMENT

This policy was revised in Spring 2017 by the Computing Subject Leader and the staff of St James' Primary School. It was approved by the Governing Body and should be used in conjunction with the Self Evaluation Policy and the Teaching and Learning Policy.  It will be reviewed Spring 2019.

### Aims
Along with our aims written in our Mission Statement, at St James' Primary we strive to provide every child with the opportunity to develop their Computing skills in a progressively structured learning environment in order to achieve their full potential.

We also aim to provide on going training opportunities for staff to develop their own Computing skills to ensure a smooth transition in the use of recently acquired computers and software.

### Teaching and learning
At St James' we believe that the characteristics of high quality teaching and learning of Computing are:

- Setting suitable learning challenges.
- Responding to pupils' diverse learning needs.
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.
- Using Computing to access all areas of the curriculum.

### Delivery and Planning
Computing capability is developed in all children according to the Computing Scheme of Works found at the end of this document.  Each year group undertakes 3/4 units of work per year. The units of work are focused on the key skills and separated under the following heading:
- Processing Skills
- Programming Skills.
- Online Skills
- Digital and Multimedia Skills.
These topics have been individually developed by the school using many different source materials. Additionally, computing. is used to enhance all curriculum areas.

### Differentiation
The National Curriculum scheme of work indicates the expectations for most children undertaking any given unit of work.  In addition, guidance is provided for less and more able pupils.
Computing planning details the differentiated activities for the Emerging, Expected and Exceeding groups. In addition differentiation is also seen by outcome with opportunities for pupils with particular needs to use specific identified software.

### Assessment
Staff should refer to the Assessment for Learning policy.
There is guidance provided for less and more able pupils.
Staff will use an end of unit assessment, as well as their own observations, to record individuals' progress on an end of unit assessment sheet. This is then passed to the Computing coordinator for monitoring. Sublevelled level descriptions are used for assessment purposes in moderating work and for the levelling of children at the end of the key stage.  Samples are saved on the shared pupil drive and copied in to a computing assessment folder by computing coordinator.

The marking of Computing work differs from other subject areas in that necessary corrections and feedback is often encouraged or given to a child instantly at the PC station, with printed work usually indicating a final draft.  However printed work should be annotated and marked to reflect the learning objective of the lesson. Each year group has folders within their log-in where longer pieces of work can be saved.

## Early Learning Goals
Computing. at St James' supports the Early Learning goals of:

- Communicating Ideas
- Digital Imagery
- Music and Sound
- Control and Sensing
- Modeling
- Finding things out

## Time
We aim at present to provide each child access to the Computing Suite for a minimum of one hour per week for Computing skills and extra time using laptops/iPads/notebooks for using Computing within the classroom. This situation can be revised on a weekly basis according to links to other curriculum areas and availability in the Computing Suite.

As far as possible we aim to give each child as much individual time on the computer as possible, having half the class working independently on a pc and the rest working on a suitable Computing related activity in the centre of the room or back in the classroom with another member of staff on the Inter Active Whiteboard or other Computing equipment. At times it may be appropriate for children to work in pairs.

## Resources
At present each class has one computer linked to a printer with appropriate pre-installed software. There are an additional eighteen computers within the Computing Suite all with the appropriate pre- installed software. All suite and classroom computers are linked to a central curriculum sever. Within each classroom there is an Interactive Whiteboard and projector, accessed via teacher's laptop computers. These can also be connected to the Internet via network points.

There are 2 sets of classroom laptops which connect to a wireless network throughout KS2. These can be used at any time to enhance the cross curricular use of Computing. There are a small group set of iPads for use in KS1 For small group work e.g. phonics practice. Year 2 have 6 laptops to be used for extending skills and research.

All computers are linked to the Internet via Broadband connectivity, with the opportunity for both teachers and children to access suitable resources and information safely, via a filter, whenever necessary.

All teaching staff at St James' have access to a laptop and actively use them to plan and deliver activities for the children. All classrooms have an interactive whiteboard linked to their laptop to be used by staff and children.

Resources such as additional CD ROMs are held within a cupboard in the Computing Suite. Items such as Roamer and Control Boxes can be found in the Computing cupboard and in Reception. There are six sets of Data log boxes also kept in the Computing Suite. Replacement ink cartridges are distributed by the coordinator when required.

In addition to using the school's written units and modified QCA units, each class is supported by the Smart Learning and Rigby Connect Computing schemes of work, which provide further stimulating ideas and suggestions to a Computing lesson. Subscriptions to online resources are available and reassessed on a yearly basis as to their use and subsequent cost.

## Health and Safety
Health and safety information sheets regarding use of projectors are clearly displayed in all classrooms where projectors are used. Children do not undertake any activity to do with checking of hardware or electrical wires. Food and drink are not allowed in the Computing suite. In the suite chairs are adjusted to the appropriate height for the children involved and back rests are secure.

**E Safety**
The school has in place an Internet Policy agreed and signed by both parents and children from Reception upwards which is rigidly enforced. This is sent home at the start of the Autumn term prior to work commencing. This is also extended to all members of staff who have signed an Internet Use Policy.
If Year 6 bring in a Kindle that has the ability to connect to the internet, the wireless/3G capabilities has to be turned off and parental permission has to be given before bringing in to school.

# Computing Units Years 1-6

| | Autumn | | Spring | Summer | Cross Curricular |
|---|---|---|---|---|---|
| | **Processing Skills**<br>• MS Word<br>• 2Simple<br>• PowerPoint<br>• Excel<br>• Databases (2Simple/access.)<br>• Audacity | | **Programming**<br>• Writing programs<br>• Variables/loops<br>• Algorithms<br>• Debugging programs | **Digital Multimedia skills**<br>• Photography<br>• Video/Filming/Animation<br>• Modelling<br>• 3D Representations<br>• Graphics | **Online Skills**<br>Communication- emails<br><br>Research- search engines.<br><br>Handling Information<br><br>Using Research. |
| **Year 1** | Labelling and Typing | Data Handling | Beebots | Drawing Pictures | |
| **Year 2** | Writing Stories | | Logo Turtles | Digital Art | |
| **Year 3** | Texts and Graphics | | Scratch | Powerpoint | |
| **Year 4** | Data Handling | | Advanced Scratch | Animation | |
| **Year 5** | Publisher | | Html Coding | Film Making | |
| **Year 6** | Spreadsheets | | Python Idle | Graphic Modelling | |

# In Reception Computing and ICT is used to support the ELG.

Written by E ATKINSON: September 2016          Signed _____