

MANOR ROAD PRIMARY SCHOOL



COMPUTING POLICY

September 2024





**Manor Road Primary School
Computing Policy**

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Manor Road Primary School Computing Policy

This policy reflects the values and philosophy of Manor Road Primary School in relation to the teaching and learning of and with Computing. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

The policy should be used in conjunction with the Scheme of Work for Computing which sets out in detail what children in different classes and year groups will be taught and how Computing can facilitate or enhance work in other curriculum areas.

This document is intended for:

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents

INTRODUCTION

Computing plays an important role in the children's lives and in society today. We believe that computers are valuable tools, which may be used to further enhance the curriculum already in place within the school.

Computers act as key resources in the classroom and enable different teaching approaches, which stimulate and inform the learner. Computers are an essential tool for supporting children's learning.

All technologies, inclusive of computers, iPads and other digital technologies are good motivators which can heighten pupil's interest and enjoyment, especially in subjects children find difficult. Computing can also provide opportunities for teachers to extend the basic curriculum by embracing it fully in their teaching.

The Computing curriculum in school aims to develop children's knowledge, skills, and understanding. Children will be given opportunities to develop a wide range of skills in Computing.

AIMS AND OBJECTIVES

- To develop the children's confidence and skills in the use of Computing
- To give children skills to use Computing both creatively and effectively
- To provide children with the knowledge of different applications of Computing. This includes, word-processing, data handling, simulations, control, data logging devices and internet technologies (including On-line Safety across the curriculum)
- To embed the three areas of computing into the curriculum and demonstrate progression in Computational Thinking, Digital Literacy and Online Safety and Computers and Hardware.

- To encourage children to understand the effects and limitations of Computing and to make decisions about its suitability for a particular task
- To use Computing to enhance, support and extend the children's learning in all areas of the curriculum
- To use the computer to store, organise, manipulate and present data
- To give opportunities to explore, present and share their own ideas and findings, using a wide range of technologies
- To know how Computing can affect the nature of their work
- To ensure Computing resources are used to their full extent
- To ensure Computing resources and equipment are kept up to date as much as possible
- To ensure that staff skills and knowledge are kept up to date
- To have a clear understanding of how to programme digital devices

CURRICULUM

Computing is a foundation subject in the National Curriculum. At Manor Road Primary School, we use the National Curriculum (2014) as the basis for our curriculum planning.

This is supported by the Kapow scheme of work which follows the National Curriculum requirements.

Staff teaching online safety throughout the year using 'Education for a Connected World' and Kapow. Online safety lessons are taught at the end of each half term to ensure children are always behaving safely online.

Planning for computation is in three phases: Long Term, Medium Term and Short Term. Our Long Term Plan maps out the themes covered in each half term during EYFS, Key Stage 1 and Key Stage 2. See Appendix 1.

Medium Term and Short Term Planning is based on the Kapow themed units however teachers will make adaptations to ensure the plan is progressive in developing children's Computing capabilities.

Short Term Planning should identify specific learning objectives, additional resource needs, indicate whether optional activities have been undertaken and highlight how each ability group is catered for.

Teachers' planning is differentiated to meet the range of needs in any class including those children who may need extra support, those who are in line with average expectations and those working above average expectations for children of their age.

The Computing Subject Leader and SLT will review teachers' Computing plans to ensure that skills are being taught correctly and that the Computing scheme of work is covered regularly over the year.

TEACHING AND LEARNING

Teachers need to ensure that:

- A wide range of styles are employed to ensure all children are sufficiently

- challenged
- Children may be required to work individually, in pairs or in small groups according to the nature or activity of the task
- Different groupings of children - groupings may be based on either same ability or mixed ability
- Different levels of input and support permit different outcomes
- The understanding that not all Computing need be done on a computer

In each class there are computers designated for pupil use which support the development of Computing capability by enabling further development of tasks, to encourage research, and allow for the creative use of Computing in other subjects. Interactive whiteboards or touch screens are located in all of the classrooms. These are used as a teaching resource across the curriculum. Each member of staff has the ability to link iPads to the Interactive Whiteboards and touch screens.

EQUAL OPPORTUNITIES

It is our aim to ensure all children follow the Computing curriculum, staff will keep a record of children's Computing use to ensure equal access and fairness of distribution of resources, will provide curriculum materials and software which are in no way class, gender or racially prejudiced or biased.

INCLUSION

We recognise that Computing offers opportunities for children with special educational needs and gifted and/or talented children and/or children with English as an additional language. Computing can cater for the variety of learning styles which a class of children may possess.

Using Computing we can:

- increase access to the curriculum
- raise levels of motivation and self-esteem
- improve the accuracy and presentation of work
- address individual needs

We aim to maximise the use and benefits of Computing as one of many resources to enable all children to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

ROLES AND RESPONSIBILITIES

Senior Management

The overall responsibility for the use of Computing rests with the Headteacher, in consultation with staff.

The Headteacher will:

- determine the ways Computing should support, enrich and extend the curriculum
- decide the provision and allocation of resources

- decide ways in which developments can be assessed, and records maintained
- ensure that Computing is used in a way to achieve the aims and objectives of the school
- ensure that there is a Computing Policy, and an identified Computing Subject Leader

Computing Subject Leader

The designated Computing Subject Leader at Manor Road is Brogan Lawrenson. Her role is to oversee the planning and delivery of Computing within the school. ^[1]_[SEP]The Computing Subject Leader will be responsible for:

- leading staff in raising standards in Computing
- facilitating the use of Computing across the curriculum in collaboration with all Subject Leaders
- providing or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies, managing equipment and overseeing purchasing resources
- monitoring the delivery of the Computing curriculum and reporting to the Headteacher on the current status of the subject
- Meeting with Computing ambassadors to monitor teaching and learning

HEALTH & SAFETY

At Manor Road Primary School all Computing equipment is used in compliance with Health & Safety requirements. All electrical equipment is checked, any concerns are passed onto the school's IT Technician, Site Supervisor or Headteacher. Children and staff will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

See also our Health Safety Policy.

ONLINE SAFETY

Internet access is planned to enrich and extend learning activities. The school has acknowledged the need to ensure that all children are responsible and safe users of the Internet and other communication technologies.

An Online Safety Policy has thus been drawn up to protect all parties and rules for responsible internet use will be taught to the children and taught as part of the Computing curriculum. Although the school offers a safe online environment through filtered internet access, we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

See also our Online Safety Policy

MONITORING

Monitoring Computing will enable the Computing Subject Leader to gain an overview of Computing teaching and learning throughout the school. This will assist the school in the self-evaluation process, identifying areas of strength as well as those for development.

In monitoring the quality of Computing teaching and learning, the Computing Subject Leader will:

- scrutinise plans to ensure full coverage of the Computing curriculum requirements
- analyse children's work
- observe Computing teaching and learning in the classroom
- hold discussions with teachers
- analyse assessment data
- Meet with children to discuss teaching and learning in computing.

These are done through subject leader time and monitoring and evaluation forms.

SOFTWARE

All software loaded on school computer systems must have been agreed with the Headteacher in school. All our software is used in strict accordance with the licence agreement. We don't allow personal software, including social networking apps or games to be loaded onto school computers or iPads.

See also our Data Protection Policy.

POLICY REVIEW DETAILS		
Policy written by	Brogan Lawrenson	September 2022
Policy reviewed	September 2023	Reviewed and moved onto new format
	September 2024	Reviewed and updated as required. Review schedule included.
Review schedule	As required	