

THE RALEIGH SCHOOL

COMPUTING POLICY

Autumn 2017

to be reviewed 2020

Introduction

This document is intended as an outline to the guiding principles by which we will teach Computing. Our curriculum map and medium term plans provide detailed information about the skills and knowledge to be taught using the National Curriculum for Computing 2014.

Specific Aims

We aim:

- For our pupils to gain an understanding of how computers and computer systems work.
- For our pupils to develop computational thinking to allow them to solve problems and design systems.
- To focus on developing knowledge and understanding of Computing rather than on the outcomes.
- To prioritise the teaching of internet safety and ensure it is regular and relevant.
- To encourage resourcefulness, risk taking, resilience and persistence in solving problems.
- For our pupils to make things for others and have an audience for their outcomes.
- To counter the stereotypes often associated with information technology and computing (e.g. that it is a male-only field).
- To ensure our pupils use a range of digital technologies confidently and appropriately.
- To meet the requirements of the National Curriculum and achieve the highest possible standards.
- To ensure that teachers develop confidence and competence to use digital technologies to facilitate effective teaching.

SCHEME OF WORK

- The Switched-on-ICT scheme of work has been adapted and enhanced to create our own curriculum map and medium term plans that draws on teachers' and pupils' enthusiasm and expertise, links with other curriculum areas and ensures coverage of the new curriculum.

AMOUNT TAUGHT EACH WEEK

- Reception – classroom based
- Key Stage 1 – 1 timetabled session per week for computing skills
- Key Stage 2 – 1 timetabled session per week for computing skills
- Blank sessions on the Computer Suite timetable are available for cross curricular use by classes on an ad-hoc basis.

PLANNING

- The long-term overview outlines the programmes of study and topics to be taught in years 1-6.
- The National Curriculum for Computing (2014) can be divided into three aspects: computer science (CS), information technology (IT) and digital literacy (DL). Each of these aspects should be covered every year in Years 1-6.
- Specific computing skills will be taught discretely where necessary.
- Opportunities to use computing will be embedded into all other subjects and, where appropriate, will be used as a tool to enhance other learning and to provide teaching resources.
- In YR, computing is planned on a weekly basis. In addition to the teaching of computing skills, computing in YR should reflect the use of technology in everyday life and be included in opportunities for role play.
- In Years 1 – 6, computing is planned each half term using the MTP format. The MTPs detail the programme of work to be taught. They are to be updated and evaluated each term.

ASSESSMENT PROCEDURES

- Informal assessment is carried out continuously through self and peer assessment and teacher observations.
- In making such observations, the following should be taken into account:
 - The process and skills, rather than the outcome, is the important issue when assessing Computing.
 - Children will often be working collaboratively: as a result, the groups should be varied according to the activity.
- Information about the child's achievement is reported to parents in the annual report.

USE OF THE INTERNET

- When the internet is being used, then the E-Safety Policy will always be strictly adhered to.
- The Raleigh Computer Rules and the SMART rules will be displayed, revisited annually by each class and referred to regularly.
- All classes will be reminded of KS1 and KS2 AUP (acceptable use policies) annually and as appropriate.

PUPILS RECORD THEIR WORK IN

- Work is saved to an appropriate folder on the School's network.
- There is no requirement for formal recording in books.

HOMEWORK

- Regular homework will be set to develop touch typing skills.
- There is no formal homework set for computing, but teachers may set some computer-based homework such as encouraging the children to research using the Internet, encourage the use of computing skills to present work where appropriate and encourage the use of Mathematics.

CLASSROOM RESOURCES

- Interactive white board
- 2 computers (connected to the internet) Years 1-6 and 1 in each Year R class.
- Visualiser
- Digital camera
- Ipad
- Ipods - Reception

CENTRAL RESOURCES

- BeeBots and Bluebots
- Dataloggers
- EasiSpeak microphones
- ProBots

Software

- A range of software is available for all machines.
- To ensure that copyright laws are adhered to, staff, pupils and parents are not permitted to run software brought in from outside school on school machines.

ROLES AND RESPONSIBILITIES OF SUBJECT LEADERS

- To lead policy development.
- To write and implement the subject action plan.
- To support colleagues.
- To monitor progress and improve standards in the teaching and learning of Computing.
- To develop progressive Computing plans that ensure both experience of, and capability, in Computing.
- To be familiar with current ideas in Computing and provide this information to colleagues.
- Audit, maintain and replace the resources.
- To manage and monitor expenditure within the annual budget for Computing.

HEALTH AND SAFETY

- All equipment is checked annually under the Electricity at Work Regulation 1989.
- An adult must always supervise children when they are accessing information via the Internet. The service provider does filter information but staff are ultimately responsible for information accessed by pupils. Ofsted recommend that pupils need to learn how to use technology safely, respectfully and responsibly, not to have their responsibility for this taken on by others.
- Children should not be given the responsibility of plugging in and switching machines on without a member of staff present.
- No children should be unaccompanied in the computer suite or on the internet (see E-safety Policy).
- Food and drink should not be consumed near electrical equipment.
- Staff should ensure that the children are seated at the computers comfortably and be aware of the danger of the dangers of continuous use (e.g. eye/wrist strain etc)

ROLES AND RESPONSIBILITIES OF LINK GOVERNOR

- To meet the Computing Leader at least annually to discuss the implementation, monitoring and evaluation of the action plan.
- To observe at least two lessons of Computing a year.

EXTRA CURRICULAR ACTIVITIES / TRIPS

Examples of possible computer-based clubs throughout the year:

- KS2 Coding Club
- Newspaper Club
- Athletics Club