School Mission

Lyne and Longcross; a place of possibilities where children develop a lasting love of learning and achieve their full potential within the classroom and Forest School.

Rationale

The school believes that Information Communication Technology (ICT) and computing:
- gives pupils immediate access to a rich source of materials.
- can present information in new ways which help pupils understand access and use it more readily.
- can motivate and enthuse pupils.
- can help pupils focus and concentrate.
- offers potential for effective group working.
- has the flexibility to meet the individual needs and abilities of each pupil.

The use of ICT is an integral part of the national curriculum and is a key skill for everyday life. Computers, tablets, programmable robots, digital and video cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At Lyne and Longcross C of E (Aided) Primary School we recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. The purpose of this policy is to state how the school intends to make this provision.

Aims

The school's aims are to:
- provide a relevant, challenging and enjoyable curriculum for ICT and computing for all pupils.
- meet the requirements of the national curriculum programmes of study for ICT and computing.
- use ICT and computing as a tool to enhance learning throughout the curriculum.
- to respond to new developments in technology.
- to equip pupils with the confidence and capability to use ICT and computing throughout their later life.
- to enhance learning in other areas of the curriculum using ICT and computing.
- to develop the understanding of how to use ICT and computing safely and responsibly.
- can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication
- can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- are responsible, competent, confident and creative users of information and communication technology.

Teaching and Learning

Lyne and Longcross C of E (Aided) Primary School use a scheme of work by iCompute. The scheme of work provides full statutory coverage for the new Primary Computing Curriculum 2014. Modules are planned in line with the national curriculum and allow for clear progression. Modules will be designed to enable pupils to achieve stated objectives. Pupil progress towards these objectives will be recorded by teachers as part of their class recording system. Staff will follow medium term plans with objectives set out in the national curriculum.

Cross curricular links

As a staff we are all aware that ICT and computing capability should be achieved through core and foundation subjects. Where appropriate, ICT and computing should be incorporated into schemes of work for all subjects e.g composing and sending an e-mail in an English lesson.

Assessment and record keeping

Teachers regularly assess capability through observations and looking at completed work. Key objectives to be assessed are taken from the national curriculum to assess key ICT and computing skills each term. As assessment is part of the learning process it is essential that pupils are closely involved. Assessment is broken down into;

- formative assessments are carried out during and following short focused tasks and activities to inform planning.
- summative assessment should review pupils' capability and provide a best fit level. This is recorded on lesson planning and assessment sheet.

Inclusion

All children will be given the opportunity to participate in all activities regardless of gender, race, religion or ability.

Lyne and Longcross C of E (Aided) Primary School will ensure that all children are provided with the same learning opportunities regardless of social class, gender, culture, race, disability or learning difficulties. As a result we hope to enable all children to develop positive attitudes towards others. All pupils have equal access to ICT and computing and all staff members follow the equal opportunities policy. Resources for SEN children and gifted & talented will be made available to support and challenge appropriately.

Resources and access

Resources if not classroom based are centrally based. ICT and computing network infrastructure and equipment has been sited so that:

- Every classroom from nursery to Year 6 has access to at least 1 computer or laptop.
- Every classroom has a laptop which is connected to an interactive whiteboard with sound, DVD and video facilities.
- Pupils may use ICT and computing independently, in pairs, alongside a TA or in a group with a teacher.
- The school has access to ICT and computing technicians (JSPC) who can address issues and support staff where appropriate.
- Each class has access to a digital camera, two class laptops and a tablet.
- Beebots, roamers, sound buttons, a mini beast sound detector and recordable microphones are stored centrally.

Outdoor Learning

All staff receive training on how to incorporate learning opportunities outdoors related to each subject area.

ICT

An ICT audit has been produced that outlines all of the ICT equipment this is available for the Staff at Lyne and Longcross C of E Primary School. The audit states where the equipment is

stored so that all staff have fair access. In addition, all pupils have access to computers within their classrooms. Any shared equipment is promptly returned to its central location after use.

Monitoring Arrangements

The subject leader is responsible for monitoring the standard of the children's work and the quality of teaching in line with the schools monitoring cycle. This includes lesson observations and work scrutiny. The subject leader is also responsible for supporting colleagues in the teaching of computing, for being informed about current developments in the subject, and for providing a strategic lead and direction for the subject in the school.

• The ICT and computing technician /coordinator will be responsible for regularly updating anti-virus software.
• Use of ICT and computing will be in line with the school's 'acceptable use policy'. All staff, volunteers and children must sign a copy of the schools AUP.
• All pupils and parents will be aware of the school rules for responsible use of ICT and computing and the internet and will understand the consequence of any misuse.
• The agreed rules for safe and responsible use of ICT and computing and the internet will be displayed in all ICT and computing areas.
• The ICT and computing coordinator will assess and address staff training needs as part of the annual development plan process or in response to individual needs and requests throughout the year.
• Individual teachers should attempt to continually develop their own skills and knowledge, identify their own needs and notify the coordinator.
• Teachers will be encouraged to use ICT and computing to produce plans, reports, communications and teaching resources.

Parents are encouraged to support the implementation of ICT and computing where possible by encouraging use of ICT and computing skills at home during home-learning tasks and through the school website. They will be made aware of e-safety and encouraged to promote this at home.

Health and safety

The school is aware of the health and safety issues involved in children's use of ICT and computing. All portable appliances are tested by a trained member of staff on a yearly basis. All fixed electrical appliances in school are tested by an LA contractor every five years and all portable electrical equipment in school is tested by an external contractor every twelve months. It is advised that staff should not bring their own electrical equipment in to school but if this is necessary, then the equipment must be pat tested before being used in school. This also applies to any equipment brought in to school by, for example, people running workshops, activities, etc. and it is the responsibility of the member of staff organising the workshop, etc. to advise those people. All staff should visually check electrical equipment before they use it and take any damaged equipment out of use. Damaged equipment should then be reported to the bursar who will arrange for repair or disposal and withdraw from use immediately.

- Children should not put plugs into sockets or switch the sockets on.
- trailing leads should be made safe behind the equipment
- liquids must not be taken near the computers
- magnets must be kept away from all equipment
- safety guidelines in relation to IWBs will be displayed in the classrooms
- e-safety guidelines will be set out in the Online Safety Policy & AUP

This policy will be reviewed every two years or earlier if necessary.

Policy reviewed: Summer 2019
Policy review due: Summer 2020