**CESTRIA PRIMARY SCHOOL**

**Policy and Guidelines for Computing**

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**Computing Policy and Guidelines**

At Cestria, our Computing curriculum is designed in line with National Curriculum guidelines and consequently incorporates the knowledge, skills and understanding required for this subject.

Our primary goal is to teach 'new knowledge' which is built upon prior learning and taught through a particular subject specific skill.

In an increasingly digital world, ICT plays a crucial role in developing skills, improving communication, sharing information and of course, enhancing learning. At Cestria Primary School, it is our aim to help prepare our children for life in a world where technology plays an ever more significant role.

**At Cestria Primary School, we believe that our pupils should:-**

* Enjoy working with ICT
* Be able to express themselves and their learning using a wide range of technology
* Have the opportunity to use ICT across the curriculum to enhance and support learning
* Be able to communicate confidently using ICT
* Understand the capabilities and limitations of ICT and the implications and consequences of its use.
* Be helped to develop practical ICT skills and the ability to apply these skills
* Use ICT to develop independent and collaborative skills.
* Recognise the power and importance of ICT in the world around them
* Understand risks and how to stay safe online.
* Opportunities to use ICT resources across the curriculum.

**We believe that as teachers and support staff, it is our responsibility to:-**

* Make our children aware of the benefits, opportunities of using technology, especially to communicate and undertake research
* Enhance and develop our own ICT capabilities and knowledge
* Use ICT to enhance the quality of teaching and learning across the whole curriculum
* Select and use ICT resources appropriately
* Use ICT to release any constraints on a pupil’s creativity
* Understand the role ICT will play in our pupils’ lives in the future
* Highlight online risks and model responsible online behaviour

**How Computing is taught**

Each year group has a specifically designed programme of learning to ensure the continuity and progression of knowledge and skills across the school.

* **EYFS -** Computer Science is taught through discrete lessons aimed to provide a firm foundation for the requirements of the National Curriculum. The POL also takes into account the knowledge and skills the children bring with them when starting our school.
* **KS1 –** In Key Stage 1 we are really lucky to offer our super curriculum rooms to the children in Years 1 and 2. Over a two week period, the children visit each of the rooms for 2 sessions Computing is taught in the ‘Techno Den’ by a highly experienced HLTA building on her specialist knowledge and understanding of the curriculum.
* **KS2 -** Computer Science is taught through discrete lessons by the class teacher and also experienced HLTA’s. Sometimes lessons take place within our ICT suite and sometimes within the classroom and outside areas when the children are using mobile technology. The children are also encouraged to progressively use and apply their computing skills within such lessons but also in other subject areas.

**SEND -** Each child’s teacher will be finding ways to support them such as:

* Changing the way activities are planned and delivered
* Matching activities to the ability / need of each child (differentiation)
* Adapting learning materials such as equipment and activities to suit each child’s needs
* Offer small group support to promote skills identified in the child’s Individual Education Plan

**Assessment and Record Keeping**

Exemplar projects or pieces of assessed work are kept for moderation purposes. Each year group has their own portfolio of work reflecting their specific programme of learning. The school also use tracking grids relating to year group objectives to monitor and record progress for ICT basic skills, these go up with the children throughout school and are completed termly.

**Equal Opportunities**

At Cestria Primary each class have weekly delegated Computing time which takes place within the classroom, ICT suite or Techno Den. A number of applications and activities are used to support our vulnerable pupils.

**Resources**

The schools have a wide range of software and web-based programmes to support learning and homework. Hardware, including ipads which are maintained by our Computing Coordinator and authority technician.

The laptops and Ipads provide our pupils with the opportunity to use some specific, creative media software and apps, whilst PCs and laptops are still used in classrooms and the ICT suite.

**Staff Development and Support**

The Computing Coordinator identifies the individual training needs of each staff member by performing monitoring of teaching and planning. ICT and Computing Educational specialists are employed to provide teachers with help with technical issues and to support learning when needed.

**Staff Equipment**

Staff have to ensure that all portable equipment such-as laptops and Ipads are locked away.

**Health and Safety issues**

All hardware within the school undergoes regular Electrical Safety checks. Hardware is rigorously maintained in good and safe working order. The Internet and email systems are used subject to recommended agreements for shields and safety. Software agreements for copyright and user license restrictions are strictly adhered to. Cestria Primary School take Internet safety very seriously and ensure pupils usage of ICT is safe for usage through filtering services deployed by the County.

All staff and pupils adhere to a code of conduct and pupils and parents receive information and training on online-safety. All staff have received safeguarding training and will report to the Headteacher any concerns about possible radicalisation or exposure to or searching inappropriate material online by any of our pupils. As from October 2019, such incidents will be recorded by staff using the CPOMS system. The Headteacher will then report this to the Safeguarding partner agencies if necessary.

Staff also keep a list of children not to be photographed / appear on school website or other social platforms. This is updated on a regular basis.

**Policy reviewed annually.**