

# BILSTON CHURCH OF ENGLAND PRIMARY SCHOOL



## Computing Policy

'Hand in hand together with faith we will strive to achieve all things'

'I am able to do all things through him (Jesus) who strengthens me'

Philippians 4:13

For He will give His angels charge concerning you, To guard you in all your ways

## Psalm 91:11

### **Whole School Aims/ Vision:**

At Bilston Church of England Primary School we believe that computing alongside Online Safety should permeate the curriculum, allowing our children to learn how they want, when they want and where they want. We believe that computing should be a safe tool for learning. We ensure Online Safety is at the heart of what we do to help us to achieve this goal. Effective computing, coupled with well trained, competent and enthusiastic staff, allows our children to develop the necessary computing skills needed for lifelong learning in the 21<sup>st</sup> Century.

Computing comprises of three strands, which will be delivered to ensure a broad and balanced curriculum:

- Computer science - the study of the foundational principles and practices of computation and computational thinking, and their application in the design and development of computer systems
- IT - the creative and productive use and application of computer systems, hardware and software
- Digital Literacy - the ability of learners to use, express themselves and develop their ideas through information and communication technology with regard to safeguarding and online etiquette.

These strands reflect the new Programme of Study statements from the revised National Curriculum 2014.

We endorse the National Curriculum aims that all pupils:

- *can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation*
- *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 technology.*

### **Introduction**

- This policy reflects the values and philosophy of Bilston C of E Primary School in relation to computing. It sets out a framework within which teaching and non-teaching staff can operate, and gives guidance on planning, teaching and assessment.
- This policy should be read in conjunction with the Acceptable use Policies and E-Safety Policy.

### **The Role of the e-learning and computing Co-ordinator: - (Mrs D Robinson)**

The subject leader is responsible for:

1. Ensuring that the statutory requirements of the National Curriculum for computing are met.
2. Promoting and modelling the creative use of computing across the curriculum.
3. Ensuring appropriate professional development opportunities are provided for all staff.
4. Ensuring regular and appropriate assessment of computing takes place.
5. Reviewing hardware and software usage in line with the school's vision for attainment in all subject areas.
6. Liaising with technical support staff in maintaining and updating software and hardware.
7. Engaging with support and new ideas from outside agencies and online communities.
8. Working alongside school leaders to develop or select resources and teaching ideas which promote the online safety of all pupils, carers and the wider community.

### **The Role of Staff:**

Each member of staff is responsible for:

1. Ensuring creative and appropriate computing opportunities are a regular feature of classroom practice.
2. Ensuring coverage of the National Curriculum for computing.
3. Modelling correct Online-Safety behaviour and ensuring children receive age-appropriate Online safety information and activities.
4. Regular assessment of children's computing capability.
5. Liaison with the computing coordinator as and when required
6. Requesting CPD or resources as and when required.

### **Head Teacher and Link Governor: - (Mr G Gentle/Miss B Momerbardi)**

The role of the Head Teacher and Link Governor is to:

- Oversee the strategic implementation of the computing policy and guidelines through observation and discussion.
- Support the co-ordinator in promoting the positive influence of technology in enhancing teaching and learning.

### **Outside Agencies:**

At Bilston Church of England Primary School we value the expertise of outside agencies and the opportunities they provide for our children to apply computing.

We endeavour to establish and develop links with:

1. Local authority establishments and other schools (local, national and international).
2. Community based businesses, charities and other organisations.
3. Parents and friends of school.

### **Technical Support: - (Mrs C Okafor)**

Technical support is an integral part of computing within our school and is planned and managed accordingly. We receive in-school support two half days each week from the e-Services team in Wolverhampton Local Authority.

### **Roles and Responsibilities of Technical Support:**

- **Set up, systems administration and preventative maintenance:** day to day management, set up and administration of computing hardware, software and safe networking.
- **Problem Solving:** assisting classroom practitioners and other school staff in diagnosing/solving and repairing problems and faults as they occur.

### **Typical tasks carried out by our Technical Support include:**

- administrative tasks (such as logging assets, labelling and security marking, keeping track of repairs and service failures)
- basic maintenance and replacement of consumables (for example, replacing toner, cleaning screens) - Consumables such as toner is managed by office staff.
- providing advice to support future purchasing on infrastructure and replacement of equipment
- regular or pre-emptive checking of computers, network components and connections
- checking/testing of software and hardware for compatibility prior to installation
- installation of new equipment and software
- installation of software and security updates

- configuration of hardware and software (after installation)
- regular back-up of data and ensuring recovery capability
- network management, such as allocating resources, and setting up access rights and user profiles

### **Standards and Expectations**

At Bilston Church of England Primary School our children work at levels appropriate to their abilities. It is expected that most children will be able to apply the concepts and skills that are appropriate to their age. The progress of all children will be monitored closely as they work towards meeting the requirements specified in the POS statements for their current Key Stage.

### **The National Curriculum**

Statutory requirements for the teaching and learning of computing are laid out in the revised National Curriculum 2014.

The National Curriculum is complemented by other documents used by the school to plan a motivating and stimulating computing experience. These documents include:

- The Key Skills Lessons (Weekly Sessions)
- The NAACE Self Review document (<http://www.naace.co.uk/ictmark/srf>)

By applying the ideas and information in these documents appropriately, the school ensures full coverage of the National Curriculum for each year group.

### **Resources and delivery**

Our children at Bilston Church of England Primary School access computing in all curriculum areas. Laptops are allocated to each class (10); in addition a number of I-Pads are bookable for use in class.

### **Hardware and software:**

Hardware and software are purchased after consultation with technical and pedagogical support to ensure that they are appropriate in terms of specification, ease of use, and integration with other school systems. All purchases are evaluated carefully to ensure that they represent best value in promoting and enhancing the computing experience and learning of pupils.

A range of hardware and software designed to complement computing activities at Bilston C of E Primary School is shown in **Appendix 1** (Hardware) and **Appendix 2** (Software).

### **Extending learning beyond the school day:**

The school website extends learning beyond the school day. It aids communication throughout the school and gives children from Reception to Year 6 the chance to access their work within school and at home. Parents, children and staff have access to the class sites via the website as well as to the school You Tube channel. Children and staff use their class sites to announce upcoming events, respond to discussions and showcase their work. Children are also encouraged to use Purple Mash beyond the school day as well and other resources modelled and consistently used in school such as Espresso. Staff and KS2 children also have access to Teams allowing older children to work in a collaborative space. Marvellous Me and the school Facebook page are ways in which the teachers communicate with parents.

### **Learning and Teaching:**

At Bilston C of E Primary School we believe that pedagogy, creativity and computing should complement each other. The appropriate use of computing supports our school's high quality teaching and learning, and technology can aid administration and management.

### **Computing:**

- Allows for engaged, collaborative learning.
- Promotes initiative, empowering learners with responsibility for their own learning experience.
- Enables learners to access environments, tools and resources, including other learners, at their own pace.
- Prepares pupils to participate in a rapidly changing world which is increasingly transformed by access to varied and developing technology.
- Offers powerful new possibilities for teacher professional development and meaningful school / community integration.
- Supports parents and carers in having a positive involvement in their children's learning.

### **Planning and Teaching:** - (Long Term Computing Plan – See **Appendix 3**).

Teaching staff are responsible for integrating computing within lessons to promote learning in computing and in all other subject areas.

There is a document library within our school learning platform and also in Teams where staff can access weekly skills lessons. There is also an area for planning to be uploaded to linked to other curriculum areas.

### **Inclusion and Equal Opportunities:**

All teaching and non-teaching staff at Bilston C of E Primary School are responsible for ensuring that all children, irrespective of their gender, ability, ethnicity, first language and social circumstances, have access to the whole curriculum and make the greatest possible progress.

As with all other curriculum areas, the work directed is suitable for the year group, resources and materials are used and presented in a context appropriate for the age



and maturity of the pupil. Pupils with English as an Additional Language receive the support necessary to allow them to access the curriculum as fully as possible as do SEND children. This may be via extras staff support, collaborative work with their peers or with the use of additional resources.

Higher ability pupils will be supported in making continuing progress through extension activities and the provision of new opportunities to challenge them further.

**Assessment:**

Bilston C of E Primary School has an assessment and record keeping policy and children are assessed using the school system STAT Sheffield in line with other curriculum areas to ensure a uniformed approach. Children are assessed in five main areas:

- Online Safety
- Programming
- Handling Data
- Multimedia
- Technology in Our Lives

The school reports children's computing capability to parents at least once a year.

Examples of children's computing work is assessed, moderated and stored as exemplars on a shared area of the learning platform as well as in programmes such as Teams and Purple Mash where children will have their own file. Some work is evident in books such as graphs and word processing.

### **Computing is monitored in a Variety of Ways:**

- Observation of child or group on task
- Discussion with children about their task
- Personalised learning spaces – Class Sites/Teams/Purple Mash
- Children’s own evaluations of their work
- Learning walks and monitoring of planning
- Pupil Voice and Digital Ambassador work
- Assessment of skills
- Formal assessment of children’s work against the National Curriculum and STAT Sheffield.

### **These assessments:**

- Inform future planning and set targets
- Provide information about individuals and groups
- Provide information for parents
- Contribute to each child’s assessment portfolio

The school has a procedure for moderation of computing work and innovative projects.

The implementation of the computing Policy and Guidelines are monitored by the:

#### a) Co-ordinator through:

- Classroom observations
- Sampling of pupil work
- Checking record keeping and planning
- Collecting evidence of attainment in a ‘Computing Evidence Folder’, situated on the learning platform and manually.
- Dialogue with staff
- Awards System

b) Leadership team through:

- Sampling children's work and targets
- Sampling records
- Accessing the moderation folder
- Observations through appraisal

c) Head teacher through:

- Classroom observation
- Checking of record keeping and planning
- Accessing the moderation folder

d) Governors through:

- Liaison with the head teacher and Co-ordinator
- Classroom observation / learning walks

### **Award System**

At Bilston C of E Primary School we are proud of our Computing Curriculum we hold the Nacce Quality Mark and therefore see the importance of celebrating computing achievements. We hold an annual assembly where all children that have met ARE receive a medal and a certificate for their efforts. We also present two annual awards a KS1 and a KS2 in recognition of Online Safety awareness. It is at this ceremony that our Digital Ambassadors also receive their medal and T Shirts for the hard work they have carried out throughout the year. We also take the opportunity to showcase some of our digital work.

### **Health and Safety:**

At Bilston C of E Primary School we recognise the importance of health and safety for all in regard to the use of interactive whiteboards, computers, projectors and related equipment in and outside the classroom. This policy should be read in conjunction with the Health & Safety Policy. A Risk assessment is updated annually.

### **Skills Auditing and CPD:**

All teachers at Bilston C of E Primary School are given the opportunity to develop their computing skills by engaging with relevant training sessions, including formal INSET days, staff meetings, and external course attendance. Staff development in computing is part of the staff appraisal and professional development process in school. Staff are

encouraged to seek informal advice on teaching and learning from the subject co-ordinator and other colleagues. A questionnaire is used once per year to establish required CPD. Additional training will also be provided for our classroom support staff in order to effectively manage their work and to enhance the work they undertake with pupils. An annual audit will be undertaken to monitor staff competence and confidence and to support future training needs.

Our training is provided by:

- Squirrel Learning
- Online Behaviours
- Wider Learning
- E Services

**Reviewed by:** Mrs D Robinson

**To be reviewed July 2022**

