

Lord Deramore's School  
ICT (Computing) Policy  
October 2014

**Personel**

**ICT Co-ordinator**

**ICT TA**

**ICT teaching support / Fulford Cluster technician**

**Rationale**

Lord Deramore's School has a history of commitment to ICT, both at strategic level and within the curriculum. Its continued emphasis at Senior Leadership level, as well as significant financial investment, indicates a commitment at LDs that reflects our school maxim 'Striving to be the best that we can be – Nurturing learners for life'.

The ability to use ICT effectively is a vital life skill in modern society. As the role of ICT in our lives continues to develop and change, it is essential that children can take advantage of its opportunities and understand its impact. Therefore it is essential that the pupils in our school gain the appropriate skills, knowledge and understanding to have the confidence, creativity and capability to use ICT throughout their lives.

ICT is an essential part of our teaching and learning environment. It provides

- Access to information
- Presentation of material
- Sharing teaching resources
- Using hardware and software to assist learning

This policy document sets out our school's aims, principles and strategies for the delivery of ICT. It has been developed by the ICT co-ordinator in partnership with the Senior Leadership team, the staff and governors.

**Aims**

- ◆ To help all children to use ICT with purpose and enjoyment and to develop skills which extend and enhance their learning throughout the curriculum.
- ◆ To ensure all children have regular and equal access to ICT equipment and skills.
- ◆ To provide a broad and balanced ICT experience for all pupils across the curriculum.
- ◆ To enable all children to become autonomous users of ICT, both as an aid to learning and as a discipline in its own right.

## Lord Deramore's School

### ICT (Computing) Policy

- ◆ To ensure that children know how to use ICT safely and to understand the importance of not sharing personal details with unknown parties.
- ◆ To develop pupils who are critical users of ICT, capable of evaluating the potential of computers and also their limitations.
- ◆ To help all children to meet the requirements of the National Curriculum and reach the highest possible standards of achievement.
- ◆ To use ICT to develop partnerships beyond the school.
- ◆ To celebrate success in the use of ICT.

### **Roles and responsibilities**

The ICT Co-ordinators are responsible for:

- > Updating the policy and development plan in consultation with staff and governors, and ensuring their consistent implementation.
- > Ensuring resources are up to date and relevant to the curriculum, especially in light of the implementation of a new National Curriculum from September 2014
- > Overseeing the purchasing and organisation of new ICT resources.
- > Taking an overview of whole school planning to ensure progression and continuity take place.
- > Overseeing and supporting assessment of pupils.
- > Ensuring all staff have sufficient subject knowledge and confidence to deliver the curriculum, and providing support where necessary.
- > Undertaking an annual staff audit of needs to ensure the above.
- > Keeping staff up to date with new developments.
- > Running a regular ICT staff meeting.
- > Overseeing and monitoring the use of the ICT suite and PCs in classrooms.
- > Attending appropriate courses to update knowledge of current developments.
- > Overseeing the school website and ensuring it reflects school policy and ethos.
- > Communicating effectively with the ICT technician and ICT TA so issues are prioritised.
- > Liaising with staff to ensure displays in the ICT suite are relevant and well kept.
- > Making sure all staff understand and use the system for logging faults.
- > Ensuring sufficient ink is ordered for the printer.

The ICT TA is responsible for:

- Organising the content and layout of the website so it is relevant and up to date, informative and entertaining.

## Lord Deramore's School ICT (Computing) Policy

The ICT technician is responsible for:

- Managing technical issues as they arise.
- Keeping the ICT suite and PCs in school working efficiently.
- Responding to technical requests from staff.
- Some purchasing/organising of everyday IT resources
- Organising disposal of broken or out of date equipment in an environmentally friendly way.

The ICT Teaching Support and Fulford Cluster Technician (½ day per week) is responsible for:

- Supporting staff in teaching specific aspects of ICT
- Working with classes to develop and extend their ICT knowledge
- Providing advice about hardware and software.

The school office is responsible for:

- Keeping records of licences
- Re stocking printer ink

The teaching staff are responsible for:

- Planning and teaching a lively ICT curriculum using the Scheme of Work (New National Curriculum from Sept 2014)
- Using ICT to teach other areas of the curriculum as set out in the National Curriculum
- Ensuring children are taught how to keep safe on the internet
- Formally assessing ICT capability at least twice a year.
- Keeping own skills up to date
- Reporting any hardware or software faults quickly, using the system in place.
- Providing a display to go in the ICT suite once a year

### **Learning and Teaching**

A new Scheme of Work (developed by the York Primary ICT advisor and teachers) was introduced in 2009 to enhance creativity and encompass new developments in ICT, building upon the previous progression of skills. This Scheme ensures development throughout the school and provides clear teaching objectives. It encompasses a wide range of skills, including digital photography and film making. The scheme provides cross-curricular examples, so skills can be used within a context.

EY were included in this scheme from September 2010.

The Scheme of Work was updated in line with the new Computing Curriculum of Sept 2014.

## Lord Deramore's School

### ICT (Computing) Policy

We are mindful of the changes in information technology and will continue to teach keyboard skills alongside using tablet technology.

The Scheme of Work ensures that teachers can differentiate the ICT taught, either in the amount of skills taught at one time or by referring to the previous or following year group.

Throughout each year, all classes will cover seven elements of ICT. These are:

<b>Multimedia</b> – presenting information using word processing programs, Publisher type programs, Powerpoint type programs, spreadsheets etc.	<b>Digital Literacy</b> – using the internet to search and find appropriate information.	<b>Music and Sound</b> – recording, composing, uploading sound.	<b>E Safety</b> – how to stay safe on the internet
---	--	---	--

<b>Handling Data</b> – sorting activities, using graphs, pictograms, databases, branching databases etc.	<b>Visual Media</b> – using a digital camera, video camera, animation, photo software	<b>Computer Science (computing)</b> This used to be referred to as 'programming' and incorporates elements of the 'Control' strand from the previous curriculum. BeeBots, Roamer, Logo, Junior Control Insight, Espresso Coding
--	---	---

These elements can be taught in any order, so as most effectively to support cross-curricular links.

ICT is also an integral part of our 'Key Skills for the Curriculum' planning documents which encompass science, history, geography, DT and art and design.

## Lord Deramore's School

### ICT (Computing) Policy

Teachers are expected to employ a range of strategies and use their own professional judgement to decide on the most appropriate teaching and learning style. These will include:

- ◆ Demonstrating to the whole class/group using the IWB
- ◆ Discussion with the whole class/group
- ◆ Individual or paired working
- ◆ Collaborative group work
- ◆ Encouraging pupils to demonstrate new skills to others
- ◆ Leading a group or class discussion about the benefits and limitations of ICT.
- ◆ Using Assessment for Learning guidelines to promote pupils' progress.

**From September 2014, the new curriculum for ICT (to be known as 'Computing') will become compulsory. The main change is that there is a much stronger focus on programming at the primary level. Staff have been prepared for this within staff meetings and we are currently reviewing our resources and skills in the .control' element of the current Scheme of Work.**

### **Access and Equal Opportunities**

We are committed to providing a teaching environment conducive to learning.

Each child is valued, respected and challenged regardless of ability, race, gender, religion, social background, culture or disability.

Wherever possible teachers seek to ensure that the software and equipment they are using, and the skills they are teaching, are appropriate to the ability of the child, and where appropriate support children with special educational needs and those with English as an additional language. Appropriate extension work will be provided for the more able (identified on the shadow register).

See school Equal Opportunities policy.

### **Recording and Assessment**

Pupils' ICT capability is formally assessed and recorded twice a year. From this assessment and informal assessment methods, staff make an informed judgement on each pupil's level of attainment. Staff are aware of the children who have no access to a computer or the internet at home and make arrangements for them to have access to the ICT suite when appropriate, in order to ensure that they are not disadvantaged.

## Lord Deramore's School ICT (Computing) Policy

Examples of work are kept either in a class folder or individual folders on the school network

Children in the Early Years are assessed in line with the EYFS profiles.

### **The Internet**

There is much information on the internet which is undesirable or unsuitable for children. The school has a firewall which is part of the City of York broadband provision. E-safety is now a part of the school curriculum. There is a permanent e-safety display in the ICT suite.

Please see school internet policies.

### **Website**

The school has its own website. It is very successful in reflecting the ethos of the school, and is updated and maintained by our ICT TA. The aims of the website are:

- To provide a link between the public and the school
- To showcase the learning opportunities given to all children
- To enhance communication between parents and the school

### **Resources and Support**

Currently, the school has an ICT suite of 31 workstations, as well as two workstations in each classroom. (Classroom workstations have been in place since Sept 2010.) Each class has a digital camera (which can be pooled when appropriate) and a visualiser. There are 5 Flip video cameras and 1 digital VCR. We have one digital microscope and a scanner. There is a class set of Learnpads on a trolley.

All classrooms have IWB, projector and laptop. In the Extended Schools Facility, which is currently used as a language centre, there is a workstation and an IWB. There is a portable projector for use in the extended schools facility or the school hall.

The school is committed to an ongoing programme of replacement and enhancement of ICT equipment and software to support learning and teaching. When hardware is to be replaced, old equipment will be disposed of thoughtfully, using companies which recycle parts.

### **Staff Development**

The ICT Co-ordinator attends courses as required, to keep up to date with new technologies and developments.

## Lord Deramore's School ICT (Computing) Policy

An annual audit is carried out by the co-ordinator, to review knowledge and skill levels of staff and to determine future INSET requirements.

Staff attend appropriate INSET courses to develop their understanding of new software/hardware.

There are regular ICT staff meetings and 'sharing' sessions of IWB ideas.

### **Monitoring**

Monitoring is carried out by the headteacher (member of senior management) and the ICT coordinator, in the following ways:

- Informal discussion with staff and pupils
- Observation of ICT displays
- Collection of planning and assessment
- Observation of work in children's folders on the system
- Classroom observation / Learning Walks

### **Review**

There is an annual review of this policy by the ICT coordinators.

A review involving all staff will take place every three years (due in September 2016).

Mark Richards Suzie McKenna  
October 2014



Approved by Finance Committee

Meeting Date 12 November 2014