



1. INTRODUCTION

This policy document is written after consultation with the teaching staff and the Governor with responsibility for Information and Communications Technology (Computing) and was presented to the Local Education Authority and the Governing Body in the Spring term 2003. It was update in May 2016.

It is a working document, which reflects the ethos and practice within the school in relation to Computing. It has been written with due regard to the requirements of the National Curriculum.

The Computing coordinator: Matthew Britton

2. FUNDAMENTAL PRINCIPLES

The whole ethos of Molescroft Primary School is to provide every child with a happy, caring, learning environment in which he or she can develop their full potential - whatever their needs and irrespective of ability, race, culture or gender.

Molescroft Primary School believes that :

- Children should be equipped to use technology as a tool to enhance and improve work quality, efficiency and lifestyle.
- Children should understand how to use all technology safely and responsibly, especially online communication technologies. (*also see e-safety policy*)
- Children should have an understanding of how computers and networks function, and how they can be programmed to complete tasks.

3. ROLES AND RESPONSIBILITIES

The governing body should, in cooperation with the head teacher, determine the school's general policy and approach to Computing.

What is the role of a school governor in Computing?

It is recommended that schools look to appoint a specific governor who is responsible for Computing, in the same way that they may have previously appointed literacy and numeracy governors. The role of a Computing governor is to specifically take interest in all matters pertaining to Computing, including:



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- consider funding and training requirements to meet Computing targets
- contribute to the formulation of Computing policy and plans
- monitor legal requirements for Computing
- monitor the development of Computing as a curriculum subject
- the development and implementation of internet safety and an acceptable use policy
- realise the potential of Computing as a resource for governors.

The governor with responsibility for Computing should, in cooperation with the Computing coordinator, review progress and developments in Computing at Molescroft and inform parents about them in the governors' Annual Report to Parents.

The Computing coordinator should :

- Raising standards of Computing capability for all children irrespective of background and ability
- Using Computing to raise children's understanding of and attainment in all areas of the curriculum
- Using Computing to improve home/school/community communication
- Motivating staff to understand and make the best use of Computing in their teaching
- Stimulating children's learning
- Ensuring that children with specific IT needs (ie those with no home access to a computer or whose home access is limited for whatever reason) are not disadvantaged
- Write and update on a regular basis the school's Computing Policy to cover new initiatives
- Prepare a document outlining the progression in basic Computing skills throughout the school so that every teacher understands what skills they have a responsibility to teach at each year group stage. This information will be linked with planning and assessment processes
- Encourage subject coordinators to ensure that Computing is written into their subject schemes of work and that they understand their role in determining useful Computing resources/web sites across the curriculum. Again, this information will be linked to planning and assessment as above
- Ensure that Computing enhances the curriculum process and that teachers and children use internet and email facilities to share ideas with other children and resources
- Monitor the use of Computing as an educational process throughout the school, in particular the teaching of Computing (with special reference to Computing suites and Computing in the classroom)
- Work closely with the governor with responsibility for Computing
- Monitor the progression of basic Computing skills by children throughout the school
- Make use of Computing to prepare reports, both internally and to parents
- Support the development of Computing as an administrative tool throughout the school
- Manage all hardware/software resources
- Work with the community to ensure higher standards of access for all connected with the school, in whatever capacity



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- Keep up to date with the latest Computing developments and work with colleagues in the area as well as East Riding Computing personnel
- Help appoint and manage, if determined, a technician to support hardware and software development within the school

Subject Coordinators should:

- Ensure that Computing is incorporated into their schemes of work
- Ensure that subject specific Computing resources are budgeted for
- Find suitable Computing resources for their subject (suitable websites, software)

Class Teachers :

Even though whole school co-ordination and support is essential to the development of Computing capability, it remains the responsibility of each teacher to plan appropriate Computing activities and assist the co-ordinator in the monitoring and recording of pupil progress in Computing.

Teachers' own use of Computing in lessons is also an essential part of preparing engaging, fast moving, motivating lessons for pupils. The Computing co-ordinator will keep teachers up to date on the latest uses of Computing as a teaching tool; individual teachers then need to decide the best ways to use the technology in their lessons.

4. CURRICULUM ORGANISATION

The Computing curriculum is a brief document, giving an overview of the skills and knowledge children should have at the end of each Key Stage. Molescroft Primary School have created their own scheme of work which covers the National Curriculum for Computing and ensure progression in skills and knowledge across the school.

Some of the Computing skills are taught in PPA sessions by Teaching Assistants, who are trained and supported by the ICT coordinator. Some skills are taught by class teachers, and all skills should be used wherever possible to enhance lessons across the curriculum, both in computer suites and with technology in the classroom (iPads, Beebots etc).



5. EQUAL OPPORTUNITIES

- All pupils, regardless of gender, race or Learning needs will be given equal access to the Computing curriculum.
- The Computing curriculum will be differentiated according to the needs of the pupils.
- If a pupil needs specialist hardware / peripherals in order to access the Computing curriculum the School will liaise with ESPD to source the appropriate equipment.
- If a child is Statemented and not able to access the curriculum at the same level as his/her peers then provision will be made for the pupil to access the curriculum at their own level.
- Pupils will not be discriminated against because they do not have access to a computer outside of school.



6. RESOURCE MANAGEMENT - HUMAN

6.1: PROFESSIONAL DEVELOPMENT

- How we provide appropriate IT training for all staff
 1. Targeted training for Teachers and Teaching Assistants
 2. Individual support given as needed
 3. Relevant training given to Admin Officers as required.
 4. Computing coordinator to keep up to date through appropriate training.

- How we provide ongoing support for all staff
 - Staff are supported by the Computing coordinator as required.
 - Staff meetings timetabled for updates in Computing skills

- Training needs are identified through:
 1. Lesson observations
 2. Monitoring of planning
 3. Discussions with teachers
 4. Analysis of FliC assessment data.

- The provision we make for staff to have personal access to Computing
 1. All members of the teaching staff have their own personal laptop and iPad for use in lessons and in lesson preparation.
 2. All members of staff have free and unlimited use of the Computing equipment, Email facilities and Internet. (To do this staff will need to sign the School's guidelines on Responsible Internet Use)



- How we develop the ability of staff to use IT competently

There are four distinct areas for consideration:

1. Curriculum training.
2. Technical support and training for teachers including a strategy for optimising the opportunities fund allocation. On induction to the school all new members of staff will be encouraged to develop their own confidence and competence in Computing.
3. Administrative user support.
4. Management of Computing within the classroom environment.

A number of activities will be planned according to the staff's and the school's changing needs.

7.2: TECHNICAL SUPPORT

- Who is responsible for providing technical support
 1. iMacs, Airports, Network – support bought in when necessary.
 2. PCs and iPads – Computing Coordinator
 3. Admin PCs – ERYC IT Services
 4. Computing Coordinator will make the decision as to when outside help is required. (projectors, audio-visual equipment etc)

- How you deal with technical problems
 - 1) Turn the device on and off!
 - 2) The Computing Coordinator will be the first port of call. The Coordinator will then decide whether to call on outside help.



8. RESOURCE MANAGEMENT - PHYSICAL

Hardware

The list of hardware available in school is constantly changing as hardware is upgraded, replaced or new technologies are brought in. The current (2016) basic provision includes:

- A laptop for every teacher
- An iPad for every classroom
- 4 class sets of iPads (126)
- Small group iPads for Foundation Stage and Year 1
- Small set of iPads for targeted group work (6)
- 30 Desktop Curriculum machines (iMacs)
- 15 Midi keyboards for Music Composition
- School SLR camera
- Projectors and SmartBoards in every classroom
- Beebot Control Devices and maps x6
- Touchscreen Display (Parish centre room)
- Data projector in hall

Software

Software for use in the classroom develops very quickly and a static list of the software we currently use would be of little use. When a unit of work is planned, we consider the most effective piece of software to fit the objective. Sometimes this could be free software that needs installing on curriculum machines, sometimes it could be 'Cloud' software that runs online.

Teachers requiring support with choosing the most appropriate software should see the Computing coordinator for support.



9. MANAGEMENT INFORMATION SYSTEMS

- Is the MIS integrated or separate from Curriculum development/usage?
The MIS is separate from the curriculum development and usage.
- Is it necessary to use the same hardware/software?
The MIS all run on PCs. The curriculum software runs on Apples.
- Who is responsible for the MIS?
Business Manager
- Who provides support for the MIS?
ERYC IT Services
- Who monitors whether MIS is used effectively?
Headteacher / SMT
- Who has access to the MIS?
Headteacher, Deputy Headteacher, SMT, Admin Officers.
- How is training provided?
Courses run by the East Riding



COORDINATOR'S JOB DESCRIPTION

Molescroft Primary School

Name: Matthew Britton

Date: May 2016

Post Held: Computing Co-ordinator

1: To monitor and evaluate practice by aiming to:

- a) Be aware of our current classroom practice and evaluate this against school aims and values.
- b) Discuss needs and concerns with colleagues.
- c) Look at Computing Policy in the light of the National Curriculum.
- d) Keep the Headteacher aware of standards of achievement.

2: To organise resources through negotiation and agreement with colleagues by:

- a) Carrying out a resources audit and monitoring and organising these resources.
- b) Establishing criteria and priorities for selecting resources.
- c) Ordering new resources, taking into consideration budget restraints and the school's purchasing policy as outlined in the School Development Plan.
- d) Managing your Curriculum Budget effectively as delegated by the Headteacher through the School Development Plan.
- e) Liaising with Computing service providers.

3: To support other members of staff by aiming to:

- a) Demonstrate good practice, commitment and enthusiasm.
- b) Be involved in INSET and organising INSET for colleagues.
- c) Plan and lead curriculum development meetings, as negotiated and agreed in the School Development Plan.
- d) Advocate your subject and maintain its profile as detailed in the School Development Plan.
- e) Advise on assessment and recording for Computing.

4: Communicating school policies and practice by:



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- a) Writing and reviewing curriculum policies in consultation with other staff and appropriate outside agencies as negotiated and agreed in the School Development Plan.
- b) Liaising with other Curriculum Co-ordinators. Assisting colleagues in planning and delivery of the curriculum area where appropriate to do so.
- c) Talking to parents about school policies and practices in particular the area one co-ordinates.
- d) Talking to Governors about school policies and practices in particular the area one co-ordinates. Introducing Governors to curriculum policies as appropriate at Governors Meetings and through liaison groups and working parties.
- e) Preparing the necessary documentation for talking to Inspectors during an Inspection Period
- f) Maintain the Curriculum Co-ordinators file to provide evidence of school development.
- g) To keep up to date with developments in Computing.
- h) To oversee extra-curricular activities that relate to Computing.

To whom responsible:

The Headteacher has the overall delegated responsibility of the school and as such you are responsible directly to him. However as a Curriculum Co-ordinator one is responsible to all members of staff to support one another and share in the corporate responsibility of the school.

Notes:

This job description will be reviewed at the start of the financial year or earlier if necessary on an annual basis. In addition it may be amended at any time in consultation with you and the Headteacher of the school.

Headteacher: Mr. M.A. Loncaster

Signed: Headteacher:

Date:

Signed: Curriculum Co-ordinator:

Date: