

St Thomas of Canterbury Catholic Primary School

'To Love and To Serve'



Information Communication Technology (ICT) & Computing Policy

Review Date: October 2017

St Thomas of Canterbury RC Primary School
Information Communication Technology (ICT) & Computing Policy

1. Introduction

- 1.1. Through the teaching of Information and Communication Technology (ICT), St Thomas of Canterbury School prepares pupils to participate in a rapidly changing world through the delivery of a broad and integrated ICT curriculum.
- 1.2. Information and Communication Technology plays an increasingly significant role in society and it is important that our learners are able to utilise technology to help promote their development and independent learning skills as well being given the opportunity to access a wide range of ideas and experiences.
- 1.3. Information Technology can support and enhance children's work across the curriculum and should enhance and enrich the learning process.

2. Aims and Objectives

- 2.1. Children will have the opportunity through the ICT Curriculum, as well as other curriculum areas, to develop ICT skills.
- 2.2. Children will be taught choose and use appropriate applications with confidence and a sense of achievement, develop practical skills in the use of ICT and be able to apply these skills to the solving of relevant and worthwhile problems.
- 2.3. Children will be taught to understand the capabilities and limitations of ICT and the implications and consequences of its use.

3. Responsibilities of the ICT Co-ordinator

- 3.1. Monitor the implementation of this policy.
- 3.2. Monitor the delivery of the National Curriculum within each year group by comparing the ICT capability of a selection of different ability pupils.
- 3.3. Offer guidance to teachers to ensure that pupils progress and develop skills in their ICT capability.
- 3.4. Collect samples of work once a term from each class and across abilities with reference to the curriculum. These will be monitored against ICT entitlement and progression of capability and will be reviewed on an annual basis. This review will inform any subsequent changes to the schools ICT Curriculum plan.
- 3.5. Ensure a continuous and evolving training programme and co-ordinate individual staff training requirements.
- 3.6. Where appropriate the ICT Co-ordinator will team teach specific ICT skills to classes where the teacher may be lacking confidence.
- 3.7. Prepare, monitor and review the ICT Development Plan in consultation with the SMT.
- 3.8. Coordinate the development and maintenance of a school web site, in consultation with other interested parties (staff, pupils, parents and governors).

4. Responsibilities of Staff

- 4.1. Deliver the National Curriculum entitlement to ICT.
- 4.2. Follow the schools ICT curriculum plan and guidelines outlined in this document.
- 4.3. Ensure regular ICT access for all pupils.
- 4.4. Be aware of their training needs in delivering the ICT curriculum and using available technology, and to discuss these with the ICT Co-ordinator.
- 4.5. Formatively assess children's progress in ICT referring to the level descriptors given to them by the ICT Co-ordinator.

- 4.6. Evaluate the school's ICT curriculum plan and identify and strength or weaknesses and report these to the ICT Co-ordinator who can then make any appropriate amendments.
- 4.7. Discuss the Responsible Internet Use policy with their class at the beginning of each academic year and to ensure its implementation.
- 4.8. To ensure that children are aware and have an understanding of E-Safety issues appropriate for their age through explicit E-Safety lessons as well as throughout other areas of the curriculum (Please refer to the E-Safety Policy for more information).
- 4.9. Look after their identified individual resources as well as shared resources and return them safely.

5. Planning

- 5.1. The school's ICT curriculum plan for each year group should be used to identify the broad skills areas to be taught.
- 5.2. Medium Term planning should identify the progression of skills and highlight each area that the teacher needs to focus on each half term to achieve this.

6. Teaching and Learning

- 6.1. Each class will have timetabled access to the computers in the ICT suite at least once a week.
- 6.2. Skills developed in the ICT suite should also be reinforced in the classroom wherever possible using a range of resources.
- 6.3. Classes will also have access to the school set of laptops and teachers will be expected to use these across the curriculum to help support, consolidate and extend children's learning.

7. Assessment

- 7.1. The class teacher should be aware of the skills and targets set in their Medium Term Plans and should provided ample reinforcement for this learning to take place.
- 7.2. The class teacher is expected to identify children who are underachieving in a particular area and direct extra support.
- 7.3. The ICT Co-ordinator will collect annotated samples of children's work each term to collate in a Portfolio of Evidence for ICT across the school.

8. Monitoring

- 8.1. The effectiveness of Medium Term Planning will be monitored termly by the ICT Co-ordinator and changes to the school's ICT curriculum plan can be made accordingly to this monitoring, as well as through professional dialogues with class teachers and the SLT.
- 8.2. The ICT Co-ordinator will monitor the quality of teaching and learning in ICT across the Key Stages through observations and planning moderation.
- 8.3. As per section 8.3 of this policy, the ICT Co-ordinator will keep a portfolio of children's work with the support of other staff as appropriate. This portfolio will be available to moderate children's work and will provide evidence of achievement and progress across the age range.

9. Resources

- 9.1. Each classroom has at least one networked computer.
- 9.2. The ICT suite has 30 networked computers and an interactive whiteboard.
- 9.3. Each Year Group has access to a wide range of software as well as the Internet via London Grid for Learning's vigorous filtering systems.
- 9.4. There are also networked computers in the staff room for all staff to use.
- 9.5. Each class has an interactive whiteboard, which should be used daily to enhance teaching and learning.

- 9.6. In addition to computers, there is a range of other ICT resources including a digital camera for each class, sound recorders, mini video recorders, recording and listening stations, control devices (e.g. Beebots) and digital microscopes.
- 9.7. Each member of staff also has access to a range of online teaching materials and software provided by the LGFL network. Staff USO logins will need to be used in order to access some of this content.
- 9.8. The hall lap top is connected to a projector and sound system.

10. Inclusion

- 10.1. In keeping with our mission statement we recognise and understand that all pupils are entitled to equal opportunities to access ICT. This includes both specific skill acquisition and opportunities to apply ICT capabilities.
- 10.2. In order for all pupils to achieve their full potential we recognise that equal opportunities will involve positive discrimination. This will involve greater access for some pupils to learn and consolidate basic skills thereby allowing them equal access to use ICT applications as a resource to support their learning in other curriculum areas.
- 10.3. We recognise that ICT can provide an important motivational tool for SEN pupils. ICT will be used to support specific learning objectives e.g. numeracy and literacy skills, through the use of Educational Software in particular.

11. Maintenance

- 11.1. Any maintenance or network issues need to be reported to the ICT Co-ordinator or ICT Resource Manager.

12. Professional Development

- 12.1. The ICT Co-ordinator will recognise the need for and will endeavour to provide ongoing professional development in ICT and ensure a well balanced delivery in the classroom.
- 12.2. Annual Staff development will be incorporated into the ICT Co-ordinator's Action Plan, taking into account the needs of the school and staff.
- 12.3. Regular staff training sessions will be led by the ICT Co-ordinator.

13. Conclusions

- 13.1. This policy was written in April 2013 by the ICT Co-ordinator.