



St Andrew's C.E. Primary School

## ICT POLICY

October 2015

### School Motto:

Respect, Achievement, Fun.

### Mission Statement:

We celebrate the uniqueness of each child, educating and nurturing them in a safe, happy and Christian environment. We want each child to reach their full potential along a creative learning journey, providing exciting and challenging learning opportunities that will remain with them for life and enhance our future working community.

### Introduction

Information Communication Technology is concerned with the handling of information that may be text, numbers, pictures, sound, or signals. It involves collecting, holding, organising, presenting, and communicating information in a variety of ways using e-mails and the Internet/Intranet. It may also involve the use of devices such as audio and video recorders, television, teletext, multimedia, digital cameras and scanner, musical key boards and video cameras, not just the use of computers.

### Aims of the ICT policy

All children will be encouraged to develop positive attitudes towards ICT. They will be helped to develop confidence and enjoyment in, and an understanding of, the potential of computer applications including e-mail and the World Wide Web.

Through a variety of experiences, by the age of 11 each child will:

- Communicate ideas through words, pictures and sounds, entering, storing and classifying information.
- Access and obtain information (e.g. from the Internet) giving signals and commands.

- Children will develop the flexibility needed to take advantage of future developments in ICT.

We believe that teaching and learning can be improved by the appropriate use of ICT.

### **Planning**

Teachers will plan against the five key areas of ICT using software which is appropriate to the age range they are teaching. In addition to this, teachers will plan for opportunities to incorporate other ICT packages to develop pupil's skills and knowledge in other curriculum areas such as Maths, Language and Geography.

### **Curriculum Content**

The content of the curriculum at St. Andrews is determined by the QCA Scheme of Work for ICT, which forms the basis of the schools' scheme of work. In Reception curriculum delivery will conform to the Early Learning Goals. Over the past few years the school has employed LEA and independent ICT consultants who have advised and instructed the staff in the use of certain software materials that are used to fulfil both the requirements of the above documents. The ICT co-ordinator will undertake to keep informed of new developments and equipment and purchase these as appropriate.

### **Teaching Methods**

Teachers will use a variety of methods to deliver ICT. Class or large group demonstrations can be used to introduce children to desired outcomes, using the Interactive whiteboard available in the ICT suite or classrooms. Children will work in pairs at the computer. (Older children may have the opportunity to work individually, as class organisation allows). Teachers and non-teaching assistants will work closely with the children as necessary to teach relevant skills.

### **Organisation**

St. Andrew's has a fully equipped ICT suite with full Internet access. Each class is timetabled in the suite for 3 sessions per week. It is intended that these sessions are not only used for the teaching of ICT as a discrete subject, but will allow for ICT to support and enhance teaching and learning in other curriculum areas. Whiteboards and laptops are also available in classrooms to develop teaching and learning.

### **Resources**

Resources have been purchased in order to allow the full implementation of the ICT curriculum as advised by the QCA Scheme of Work.

The appropriate site licences have been purchased so the programmes can be used on the relevant number of computers. These are filed away in the ICT suite for inspection.

### **Links**

Through careful planning teachers will exploit opportunities to show the potential use of ICT in other curriculum areas. ICT will provide natural opportunities to develop and explore cross-curricular themes in other subjects.

### **Differentiation**

Progressive ICT packages are introduced at the appropriate stages to cover the five key areas of the curriculum. Within each class, the teacher and the non-teaching assistant will provide the appropriate level of support according to the learning needs of the child.

### **Special Educational Needs**

It is accepted that ICT provides invaluable opportunities of delivering curriculum areas for pupils with special needs. Pupil learning opportunities are greatly enhanced by this curriculum area.

### **Equal Opportunities**

At St. Andrews, all children have equal access to ICT learning opportunities, which takes account of unequal starting points. Through differentiated provision, we cater for children of all abilities and regardless of gender; all children have equal access to ICT equipment.

### **Assessment and Recording**

Class teacher assess the progress of pupils against the Success Criteria contained in their planning as part of an ongoing process. At the end of each unit of work, are layered targets (must, should, could) which identify 3 levels of achievement which potentially the children could meet. These levels are recorded by the teacher and checked by the ICT co-ordinator as a record of progression and achievement. Evidence of achievement as determined within the Scheme of Work are collected by the ICT co-ordinator and kept as evidence in a portfolio of work.

### **Health and Safety**

The school complies with the LEA concerning limited time at the monitor. Children are not allowed to plug in or unplug electrical equipment. All electrical appliances are LEA tested every 12 months. Children are encouraged to adopt the correct posture at the keyboard. St. Andrews has an Internet access policy that screens the pupils use of the World Wide Web.

### **Homework**

Occasionally children will be encouraged where possible to use the Internet and practise word processing skills to supplement class topic work.

### **Review and Development**

The ICT curriculum at St. Andrew's will continue to be monitored and evaluated regularly.

### **Personalised learning**

It is the intention of St Andrew's that staff will become familiar with the use of Moodle to provide personalised learning opportunities for pupils. The ICT co-ordinator will attend relevant training and then deliver in house training and support for other staff.

This policy was written by the ICT co-coordinator and will be reviewed annually

