



Learning Together, Success Forever

Whole School Policy for Computing

Reviewed: November 2024
Next review: November 2025

Signed _____ (Chair of Governors)

Signed _____ (Head teacher)

Introduction

Manor Park Infant and Nursery School recognises that technology is essential to our everyday lives and is an effective resource for teaching and learning. We aim to equip the children, staff, governors and parents with the skills and knowledge they need to learn and use technologies safely and responsibly. We are aware that with the increased use of technology, children are becoming more exposed to a variety of E-Safety risks. Through our Computing and E-Safety Curriculums, we aim to build pupils' awareness to the risks which they may be exposed, so that they have the confidence and understanding to seek advice and to deal with any risks in an appropriate manner. This policy should be read in conjunction with our E-Safeguarding Policy which explains how E-Safety is taught and the school's roles and responsibilities towards E-Safeguarding.

Intent

Our children are living in a world surrounded by devices, and technology is changing the lives of everyone. Computing within schools can therefore provide a wealth of learning opportunities and transferrable skills within Computing lessons and across other curriculum subjects. Through the study of Computing, children will be able to develop a wide range of fundamental skills, knowledge and understanding that will prepare them for KS2 and equip them for the rest of their lives.

Implementation

Manor Park Infant and Nursery School follows the Purple Mash Computing scheme which follows the National Curriculum Computing Programmes of Study. Our whole school curriculum overview (see website) of Computing follows the progression of specific skills from Early years through to the end of Key Stage One.

Staff have access to the Purple Mash planning and resources specific to these skills to inform their teaching of Computing and across the curriculum.

At Manor Park Infant School and Nursery, computing is taught throughout the school, following our computing progression of skills. In F1 and F2, computing is planned and taught through adult directed teaching as well as it being part of the enhanced and continuous provision. Parents are also encouraged to send observations of their children using, recognising and talking about technology via Tapestry, an Online Learning Journal. All children are encouraged to select and use technology for particular purposes. All children learn how to use an iPad and how to log on to the school network. They are encouraged to use the iPads effectively and for a clear purpose, for example using the timer or taking photographs and learning how to modify them.

When children enter KS1, they will begin computing within the National Curriculum. Knowledge and skills are taught progressively, allowing the children to embed their learning over time.

We believe that **Computer Science** teaches the principles of information and computation. It involves creating and debugging simple programs using code. At Manor Park Infant School and Nursery we introduce the language of Computer Science in different contexts and begin with using precise verbal instructions (algorithms), for example, instructing a friend on how to get to a certain point across the room. We then move on to the using the Bee-bots to program in order to get from A to B. Finally, the children create their own programs on

Purple Mash using code. The children will need to 'fix' their games and Bee-bot programmes as they go wrong, 'debugging' their own code.

Information Technology is taught both discreetly, and used to enhance other areas of the curriculum. Our children use technology purposefully to create, organise, store, manipulate, retrieve and send digital content. They learn to use the Internet to search for information, use the keyboard to type text, make modifications to their work including changing the font size and colour, and to save and retrieve their work. The children use iPads to access a variety of age appropriate apps and take their own photos and videos, learning how to manipulate these images.

At Manor Park Infant and Nursery School we believe that **Digital Literacy** is the ability to creatively and critically use digital tools and technologies to express, research, communicate, collaborate and share in a safe way. We teach **Online Safety** as an explicit part of our curriculum through Computing and PSHE. Children are taught how to keep safe in the digital world and the steps to take if problems or worries arise. We discuss issues such as; keeping personal information private, trusting people and sources online and treating others online respectfully.

All of our children have access to a bank of laptops and iPads to support their learning. We have interactive whiteboards in every classroom and these are used daily to further enable and enhance learning.

We aim to:

- use Computing to motivate and inspire pupils and improve standards in all areas of the curriculum
- use Computing tools to enable pupils to work independently and creatively, whenever possible
- develop the Digital Literacy, IT and Computer Science skills of pupils through Computing lessons and provide them with the chance to consolidate these in a cross-curricular context
- ensure pupils are challenged in their use of Computing and are provided with exciting, creative ways in which to share their learning
- develop an early understanding of programming and basic algorithms and link this to uses in the real world
- ensure pupils use of ICT in the home and wider world so that children have an understanding of its future potential, particularly in an ever-changing world
- provide staff with the training and support to ensure that have the confidence to use ICT to its full potential in all aspects of school life
- use ICT to communicate with parents and the wider community
- offer regular, age-appropriate E-Safety lessons to ensure children are safe, and confident users of ICT

Through the use of ICT across the curriculum we will:

- Promote regular access for all pupils to enhance their learning.
- Empower its users through learning basic skills upon which to build
- Give access to richer source materials e.g. portable devices, online learning materials
- Present information in new ways which help pupils to understand.
- Motivate, enthuse and promote curiosity across all curriculum areas through relevant and immediate responses to questions.
- Encourage children to focus and concentrate.
- Offer potential for effective group working; allowing them to share ideas and skills.
- Facilitate interaction between staff and pupils.
- Help develop and communicate creative ideas.
- Enable pupils to recognise the need for accuracy, logical procedures and careful checking.
- Encourage independence through use of technology as a learning tool.

Impact

After the implementation of the computing curriculum, children at Manor Park Infant School and Nursery will be digitally literate and able to join the rest of the world on its digital platform. They will be equipped, not only with the skills and knowledge to use technology effectively and for their own benefit, but more importantly – safely. The biggest impact we want for our children is that they understand the consequences of using the Internet and that they are also aware of how to keep themselves safe online. As children become more confident in their abilities in Computing, they will become more independent and key life skills such as problem-solving, logical thinking and self-evaluation become second nature.

Equipment and organisation

In line with the rapid growth in technology, we understand the need to frequently maintain, update and develop Computing resources in order to effectively deliver quality teaching within Computing and the use of ICT across the school.

- Children have access to laptops which are kept in a trolleys to use in classrooms.
- iPads (for children to record videos, photos, research or make use of education apps)
- Children are able to use BeeBots and other similar programming toys for the coding skills required in the Computing curriculum.
- Each classroom has an interactive whiteboard for the teacher to model specific Computing skills or other areas of the curriculum.
- The appropriateness and use of the software is reviewed with staff and parents regularly.
- Audits of hardware and software are completed annually. All new equipment is

recorded on an inventory list.

- We have a technician in school for 3 hours every 2 weeks to oversee any technological issues, software updates and maintain hardware.

Roles and Responsibilities

Leadership Team:

The Head and Leadership Team in consultation with staff:

- Determine the ways that computing and technologies are used to support, enrich and extend the curriculum
- Decides the provision and allocation of resources and budget with regard to the need
- Ensures that technologies are used in the best way to achieve the aims and vision of the school
- Provide regular opportunities for staff training and support to ensure confidence in teaching and planning
- Provides Computing Lead with opportunities for CPD
- Ensure the Computing Policy reflects the vision of the school alongside the Computing Lead

Technical Support:

A technician provides support in resolving technical issues. They are there to offer support and guidance to staff as well as overseeing the maintenance of software, hardware and security. They are able to keep the school updated in E-Safety and technical information as well as updating the IT Lead as relevant.

The role of the Computing Lead:

There is a designated Lead who is responsible for Computing and technology within the school.

The Lead is responsible for:

- * Raising and ensuring quality teaching Computing skills throughout the school
- * Facilitating the use of technologies across the curriculum in collaboration with all subject coordinators
- * Organising training to ensure that staff skills and knowledge are up to date
- * Advise colleagues on effective teaching strategies, planning and resources of Computing for staff
- * Monitoring the delivery of the Computing Curriculum
- * Liaising with technicians, staff and other external agencies

* Being a point of contact and keeping staff up to date with E-Safety

The role of the Class Teacher:

It is the responsibility of each teacher to plan Computing and to assist the Computing Lead in the monitoring and assessment of pupil progress in Computing. Subject Leaders should work in partnership with the Computing Lead to ensure that suitable links are being made within curriculum subjects. It is also the responsibility of staff to guide children to ensure they are aware of the online risks, and they are educated in how to behave and respond if they see something they are unhappy with. In addition, teachers should model to children how to look after hardware and technology (correctly shutting down devices, storage etc).

E-Safeguarding

Manor Park Infant and Nursery School recognises that technology is essential to our everyday lives and is an effective resource for teaching and learning. We are aware that with the increased use of technology, children are becoming more exposed to a variety of E-Safety risks. Through our Computing and E-Safety Curriculums, we aim to build pupils' awareness to the risks which they may be exposed, so that they have the confidence and understanding to seek advice and to deal with any risks in an appropriate manner. The E-safety policy outlines how E-safety is taught and the roles and responsibilities of staff, governors and parents in order to keep all at Manor Park safeguarded.

Pupils with SEND

Manor Park Infant and Nursery School believes that all children have the right to access the Computing curriculum. In order to ensure that children with special educational needs achieve to the best of their ability, it may be necessary to adapt the delivery of the curriculum for some pupils. Through technology, we can provide learning opportunities to ensure that all pupils make progress in other areas of the curriculum, for instance using computers as a learning tool during Maths and English lessons.

Monitoring

Monitoring the curriculum and the use of different technologies will allow the Lead to gain an overview of the teaching and learning taking place throughout the school. This information will be used to review the progress made against the School Improvement plan and annual action plan. Monitoring will include: observing teaching and learning to ensure all necessary skills are being taught, samples of children's work, feedback is given to teaching staff when appropriate.

Health and Safety

The school is aware of the health and safety issues involved in children's use of ICT and Computing. It is all staff's responsibility to ensure:

- there are no trailing wires across the classroom
- hardware is stored in the computer trolleys and out of sight at the end of each day
- Liquids or food must not be taken near the computers
- It is advised that staff should not bring their own electrical equipment in to school but if this is necessary, then the equipment must be pat tested before being used in school.
- Damaged equipment should then be reported to the technician or the lead who will arrange for repair or disposal.
- E-safety guidelines are explained in the E-Safeguarding Policy

Monitoring and Review

The implementation of this policy will be monitored by the Computing Lead and the Leadership Team. Monitoring and the review of this policy will take place annually.