



West View Primary School

Computing Policy

Policy approved by Local Academy Committee: February 2024
Date for Review: February 2026

At West View Primary School, we believe that computing should enrich, modernise and support all aspects of our school's curriculum. Children's learning should be made more rewarding and inspirational by using information and communication technology. Children's confidence and progress in their computing skills is essential for them to maximise their learning in the curriculum and to prepare them for the challenge of a rapidly developing and changing technological world.

This policy should be read alongside the following documents and policies:

- Acceptable Use Agreements
- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Online Safety Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Social Media Policy
- Teaching and Learning - Guidance

Aims

At West View Primary School, our aims in relation to computing are to:

- Ensure that children have as much access to information and communication technology as possible, especially for those with less access outside of school
- Ensure that a broad and balanced computing curriculum is provided for all children regardless of ethnic origin, gender, class, aptitude or disability
- Meet the national curriculum requirements that are set out for computing
- Embed computing across a curriculum that acknowledges its contribution to learning in all other subjects
- Equip pupils with a progression of computing skills that they can apply both in and out of school
- Support all staff to make effective use of information and communication technology at a professional level
- Ensure that computing has a positive impact on pupils' creativity, motivation, independence, collaboration, behaviour and attitudes
- Provide our children with an enjoyable experience of computers and technology so that they will develop a deep and lasting interest and may be motivated to use them further
- Ensure that children have opportunities to use computers in experimental, imaginative and exploratory ways
- Provide children with regular opportunities to engage with computer programming
- Ensure that staff and children understand the capabilities, advantages, risks and limitations of information and communication technology and consider the implications of its development for society
- Make effective use of computers to transform teaching and learning, providing innovative opportunities that would otherwise not be possible
- Facilitate electronic communication between home and school via the school's electronic platform (Seesaw)
- Build a positive school reputation through social media platforms, celebrating individual, group and whole school success

- Ensure effective communication with stakeholders by using social media platforms, the school website and text messaging services to keep everyone up to date with news and events
- Ensure the safety and well-being of all pupils when working with information and communication technology
- Ensure that resources are as up to date, relevant and extensive as possible

Roles and Responsibilities

The Headteacher and Local Academy Committee will:

- Monitor the implementation of the policy for computing
- Ensure that there is a long-term plan which sets out coverage and progression across all year groups
- Ensure that curriculum documents clearly define the essential knowledge that pupils need to know by the end of each year group
- (With the Computing Lead) monitor teaching, learning and standards in computing
- Maintain an oversight of the software and hardware needs of the school and ensure that financial implications are considered and discussed as part of wider discussions linked to the school budget

The Computing Lead will:

- Devise, update and monitor the curriculum documentation and plans for computing across the school as a whole - from EYFS through to Year 6 (together with Senior Leaders)
- Support teachers with lesson planning and the use of appropriate and relevant resources
- Undertake appropriate professional development for themselves and provide staff with appropriate professional development and support
- Monitor and support teacher requests for further computing resources
- Continue to liaise and engage with the school's technician - through OneIT
- Monitor teaching, learning and standards in computing (alongside Senior Leaders)
- Produce an action plan for the subject, setting out the priorities for further improvement
- Carry out any risk assessments and follow health and safety guidelines for working with information and communication technology
- Engage with pupils, gathering their voice on information and communication technology, using this to shape future plans

Teachers will:

- Use the school's curriculum documentation for computing to plan relevant and creative opportunities for all children to develop a broad range of appropriate computing skills - *in line with the expectations of the National Curriculum*
- Plan for differentiation so that all children develop their computing skills, taking into account the individual needs of children (this includes SEN, more able children and those with less access to computers at home)
- Ensure that the appropriate time is allocated to discrete teaching of computing and computer programming
- Model how to look after, care for and respect equipment in school

All staff will:

- Ensure that everyone in school handles and uses equipment in a safe and appropriate way
- Follow health and safety guidelines and all relevant policies when working with technology

Resource Provision

- Every classroom from Reception through to Year 6 is equipped with an interactive whiteboard and a visualiser
- Access to laptops within each Key Stage
- Every year group has sufficient iPads for the children to have 1 iPad each - iPads are protected with appropriate cases and are linked to the school network and the internet
- There is a variety of hardware to enable the full computing curriculum to be accessed across all key stages
- A variety of software is available for all machines to enable delivery of the computing scheme of work and computing across the curriculum

Security and Maintenance

Computing equipment is expensive and, as such, particular care and attention should be given to the security and maintenance of it. It is the role of all adults in the school to ensure good practice in the use of the equipment is exercised at all times.

All technology equipment used within school should be:

- Handled with care
- Returned to the designated place at the end of the school day - *this means ensuring that all devices are securely stored within their charging trollies when not in use*
- Returned in full working order and with all required packaging/information/cables etc
- Maintained in a safe and tidy environment e.g. all wires are safely tucked away.

All staff have a responsibility to ensure that:

- All devices are plugged in and charging at the end of the day
- Jobs are logged through the OneIT helpdesk when there are difficulties or issues to be resolved in relation to software, hardware, monitoring, filtering or otherwise

Online Safety and Copyright Restrictions

For further information, please refer to the school's dedicated Online Safety Policy.

- To ensure that copyright laws are adhered to, staff, pupils and parents are not permitted to run software brought in from outside of school on school machines
- Pupils are not permitted to bring in data on memory sticks or external hard drives to ensure that the network remains virus free
- An Online Safety Policy is in place to ensure efficient use of the internet for both staff and pupils in an educational context
- Pupils will be encouraged to use child friendly search engines e.g. Swiggle.org.uk - [Child Friendly Search Engine for Kids](http://Swiggle.org.uk) / [Swiggle](http://Swiggle.org.uk) | [SWGfL](http://SWGfL.org.uk)

Curriculum

[National Curriculum - Computing key stages 1 to 2 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

A high-quality computing education equips pupils to use computational thinking and creativity to understand and change the world. Computing has deep links with mathematics, science, and design and technology, and provides insights into both natural and artificial systems. The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate - able to use, and express themselves and develop their ideas through, information and communication technology - at a level suitable for the future workplace and as active participants in a digital world.

- A balance between whole class, individual, group work and direct teaching is used in the teaching of computing
- Pupil investigation, research skills and operational skills practice are incorporated discretely in daily learning
- Long term planning demonstrates coverage and progression of the key skills
- Continual prompts regarding digital technology are used throughout all key stages, reminding pupils of the capabilities, purpose, technicalities and the dangers of inappropriate computing use - e.g. cyberbullying and social media - in an age appropriate format
- All children will have equal access to the computing curriculum regardless of their gender, race, cultural background, physical or sensory abilities
- Where use of a school computer/device proves difficult for a child because of a disability, we will endeavour to provide specialist equipment and software to enable access

Health and Safety

For further information, please refer to the Trust's dedicated Health and Safety Policy.

- Equipment is maintained to meet the agreed safety standards - *this includes regular PAT testing of electronic equipment, conducted by the school's Assistant Site Supervisor*
- Children will **not** be given the responsibility of plugging in computing equipment
- Age appropriate safety rules are displayed in the learning environment and these should be referred to at the start of each lesson
- Food and drink should not be consumed near computing equipment
- It is the responsibility of staff to ensure that classroom computing equipment is stored securely and cleaned regularly
- Staff should ensure that the children are aware of the dangers of continuous use (e.g. eye/wrist strain etc)
- An adult should always supervise children when they are accessing information via the Internet
- Internet filtering is provided at a level appropriate for primary age children through the use of [Securly - The Student Safety Company](#)

School Improvement

- The Computing Lead will produce an action plan each year, outlining key targets for focus and improvement
- A full and comprehensive audit of resources is undertaken at least annually to ensure that hardware and software are kept as up to date as possible and that obsolete or broken machines are scrapped or repaired
- It is an ongoing process to ensure that broken or damaged items are scrapped or repaired and staff should not wait for the computing lead to undertake an annual review
- A staff audit of training needs will be carried out at least annually - needs will be identified and will feed into the school's calendar for professional development
- Staff INSET will consist of both internal and external training, as and when appropriate

Monitoring and Review

This policy will be reviewed every two years by the Computing Lead, in liaison with all staff and the Local Academy Committee. Any changes will be communicated to all stakeholders.

The next scheduled review date for this policy is February 2026.