



Mission Statement

“A Caring Christian Family Where We Grow Together”

COMPUTING PROCEDURE

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Review Date	Signed Head Teacher	Signed Director RCSAT
10/09/2018		
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Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1. Policy Statements

- 1.1. The use of computing technology is an integral part of the national curriculum and a key skill for everyday life.
- 1.2. Computing technology can be used to acquire, organise, store, manipulate, interpret, communicate and present information.
- 1.3. RCSAT Schools recognise that computing skills help learners to be confident, creative and independent learners.

2. Aims of the Procedure

- 2.1. For pupils to be able to:
 - 2.1.1. To meet the requirements of the National Curriculum programmes of study for Computing.
 - 2.1.2. Understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
 - 2.1.3. Be able to analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems.
 - 2.1.4. Evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
 - 2.1.5. Be responsible, competent, confident and creative users of information and communication technology.
 - 2.1.6. Enhance learning across all curriculum areas using computing resources and skills.
 - 2.1.7. Give learners the confidence and capability to use computing resources and skills throughout their later life.
 - 2.1.8. To use computing and technology safely and responsibly.

3. Rationale

- 3.1. Enables learner's to have immediate access to a rich source of materials.
- 3.2. Presents information in new ways.
- 3.3. Motivates and enthuses learners.
- 3.4. Develops focus and concentration.
- 3.5. Flexibility to meet the individual needs and abilities of each learner.

4. Resources and Access

- 4.1. The RCSAT acknowledges the need to continually maintain, update and develop technology resources to effectively deliver the computing curriculum and support the use of computing resources and skills in all curriculum areas. Resources if not classroom-based shall be located in the server resource area.
- 4.2. Teachers shall inform the coordinator of faults and problems they occur. Technical support shall be provided by Cosocius one day per fortnight to support the coordinator in this role. At other times support shall be available by email, telephone and remote access.
- 4.3. All classes shall have a staff laptop connected to the school network and an interactive whiteboard/screen facility.
- 4.4. All classes shall have access to of desktop machines, laptops and I pads.
- 4.5. Laptop trolley with 15 machines shall be timetabled for teaching specific computing skills.
- 4.6. iPad trolleys with 25 I pads shall be timetabled for teaching specific computing skills

5. Teaching & Learning

- 5.1. As the school develops its resources and expertise to deliver the computing curriculum, learning shall be planned in line with the national curriculum and in line with school's planning non-negotiables (listed below).
- 5.2. There shall be no an expectation to produce extensive lessons plans, time is better spent preparing for an outstanding delivery of the objectives. The focus shall be:
 - 5.2.1. on LEARNING not teaching,
 - 5.2.2. to ensure pitch, differentiation and challenge is explicit in success criteria,
 - 5.2.3. to ensure work is challenging for all groups of pupils.
- 5.3. Where appropriate, computing and the use of technology shall be incorporated into schemes of work for all subjects.
- 5.4. Computing shall be used to support learning in other subjects alongside the teaching and learning of specific computing skills.

6. Assessment

- 6.1. Assessment shall be in line with school policy and assessment non-negotiables.
- 6.2. Data shall be used at pupil progress meetings to monitor progress of all children and identified groups.
- 6.3. Work may be stored and presented electronically but may also be recorded in a range of media or printed, if appropriate.
- 6.4. Assessment in computing shall be reviewed as part of the self-evaluation of the subject.
- 6.5. Following further training with Educator, options to use this system shall be considered and reviewed.

7. SEND

- 7.1. All learners shall have the right to access the computing curriculum and technology equipment and resources.
- 7.2. Some learners will have specific requirements, which could create barriers to learning. Account shall be taken of these requirements and activities adapted where necessary to enable them to participate effectively.
- 7.3. Learners shall be identified and discussed at pupil progress meetings to ensure appropriate provisions or interventions are put into place.

8. Equal Opportunities

- 8.1. All learners shall be provided with the same opportunities regardless of social class, gender, culture, race, disability or learning difficulties.
- 8.2. Through this, RCSAT schools hope to enable all learners to develop positive attitudes towards others.
- 8.3. All pupils shall have equal access to computing and technology adapted where necessary to suit their needs.

9. Electrical Safety (see also RCSAT-PR-009-01 Health & Safety Procedure)

- 9.1. An external contractor shall test all electrical equipment every twelve months.
- 9.2. Computing equipment shall be checked visually before use and damaged equipment removed and the relevant person informed.
- 9.3. Pupils shall not put plugs into sockets or switch the sockets on.
- 9.4. Trailing leads shall be made safe behind the equipment using cable ties.
- 9.5. Liquids shall not be taken near the computers.
- 9.6. Magnets shall be kept away from all equipment.



10. E Safety & Security

- 10.1. E-safety guidelines are detailed in policy RCSAT-P-027 and procedure RCSAT-PR-027-01.
- 10.2. The technician shall update anti-virus software regularly.
- 10.3. The Deputy Designated Safeguarding Lead, shall check Securus monitoring software daily.
- 10.4. Pupils and parents shall be aware of the school rules for responsible use of computing resources and be aware of the consequence of any misuse.
- 10.5. The agreed rules for safe and responsible use shall be displayed in all classroom and computing areas.

11. Parental Involvement

- 11.1. Parents shall be encouraged to support the computing curriculum where possible by using technology at home to support home-learning tasks and through the school website.
- 11.2. Parents shall be made aware of e-safety and encouraged to promote this at home.
- 11.3. Parental information workshops on E Safety are held in conjunction with Cheshire Police.

