

St Paul's Whitechapel CE Primary School

Information and Communication Technology (ICT) Guidance

Aims and purposes of ICT

The aims of ICT teaching at St. Paul's follow those of the QCA Standards Site (see teaching ICT at Key Stages 1 and 2). The scheme underpins the [National Curriculum](#) programme of study. Learning and undertaking activities in information and communication technology (ICT) contribute to achievement of the curriculum aims for all young people to become:

- successful learners who enjoy learning, make progress and achieve
- confident individuals who are able to live safe, healthy and fulfilling lives
- responsible citizens who make a positive contribution to society.

Knowledge and understanding

It is hoped that through working towards these aims all children will, to an appropriate level, develop an ICT capability that involves:

- increasing familiarity using information sources and ICT resources.
- using ICT resources and information sources, such as computer systems and software packages, to solve problems and to support learning in a variety of contexts.
- understand the implications of ICT for working life and society

As in all other subjects, the achievement of these aims will depend on an equality of opportunity for all children to develop and consolidate skills and understanding.

Role of the ICT Coordinator

The main aspects of the role are:

- leading development of, the annual review of, ICT Development Plan, Policy and Scheme of Work that are being implemented in the classroom
- assisting others to develop their personal ICT skills, confidence and classroom practice.
- ensuring that ICT is carried out throughout the school, via the QCA schemes of work from Reception to Year 6.

Staff Development

All staff are encouraged to take INSET courses on ICT offered by the LEA and other bodies. Specific INSET needs for our staff are being identified as an ongoing task and being met through INSET or individual time with ICT coordinator.

Planning and Scheme of Work

The planning process should ensure that the ICT teaching children receive:

- is integrated with the teaching of the other NC areas
- includes activities to both develop new skills / understandings and to consolidate existing abilities
- is differentiated so that activities are based upon children's previous experiences and also provides the children with an achievable challenge
- provides for progression to higher levels of capability in a range of contexts.

Each year group teacher has access to the QCA schemes of work which have 6 separate teaching units per year – each with clear learning outcomes. Software such as 2+simple and Microsoft Office are programs largely responsible for supporting the teaching of ICT.

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Assessment and Record Keeping

Teachers are responsible for making ongoing informal observations during lessons and acting upon them. For summative assessment, evidence of work is collected and analysed by the ICT coordinator.

Resources

All classes are fitted with Intel i3-2100 processors with 4gb RAM. All classroom computers have wired Internet connection and fitted to be used in conjunction with Promethean Interactive Whiteboards. Each computer is DVD compatible and educational DVD's are kept centrally along with other ICT resources. Each of these class computers is also connected to the colour laser printer in the PPA room and the photocopier in the staffroom.

All teaching staff are also given laptops that are used both at home and school, in order to help with planning and other curricular needs.

All classes from Nursery up to year 6 are fitted with Promethean Interactive Whiteboards.

The school has 15 Toshiba laptops which are used in each class for the teaching and learning of ICT. They are kept securely in a charging trolley which can be moved from class to class. Teachers can model work clearly on the Promethean Interactive Whiteboard during ICT lessons. Children can save work to the central server where it is backed up and secure. Teachers can also upload files to the server to be used by the children during lessons.

Wireless points have been installed strategically around the school to give 100% coverage so the laptops can connect to the Internet from any area of the school.

Monitoring and Review

Classroom practice will be monitored by the ICT coordinator through discussion with teachers and the monitoring a collection of samples of children's work. Children's achievements and their views will also be used to measure the success of ICT provision in meeting stated aims. Information gained through monitoring and Review will be used to amend policy and planning and inform decisions on staff development and the acquisition of equipment and software

Please refer to the ICT Guidance and the following policies for further details:

Health and safety
SEN
Equal Opportunities
Race equality
EMA
Gifted and Talented