



**St Wilfrid's C.E. Primary School**

Mabel Street, Newton Heath, Manchester, M40 1GB Tel: 0161 681 1385 Fax: 0161 681 1318

# **St Wilfrid's CE Primary School ICT POLICY**

**Our School's Vision For ICT:**

**"To Create an e-Confident School"**

## 1.0 Key Information

This policy is a working document which reflects the current practise, procedures and staff involved and is updated regularly. It has been written with regard to the revised Code of Practice and the government's "Removing Barriers" initiative to facilitate the inclusion of pupils with special educational needs.

This policy should therefore be read alongside our policies for equal opportunities, behaviour and Inclusion.

### Key Staff Information

### Person Appointed

Governor with responsibility for ICT: Pauline Martin

ICT Subject Leader : Vicky Parr

\*ICT Management Team HT

ICT Subject Leader

ICT Technical Support Provided by MGL

Network Manager Chris Crossan

Website Manager Ally Dawson

### Key Pupil Information

### Number

Number of Pupils on Role at School

235

## 1.1 Key Information: ICT Provision:

	<b>Provision</b>	<b>Information/Notes</b>
<b>We are developing particular expertise in:</b>	The creativity use of ICT	The creative use of ICT will include the use of a wide range of multimedia e.g. Apple Mac technologies, Games based learning, animation/ filming and web 2.0 technologies such as podcasting and blogging.
<b>The School is equipped with:</b>	16 PCs, 1 Printer, 4 Applemacs, 2 i-Macs, 60 laptops, 30 Vye Machines, 3 i-pods, 4 Nintendo DS-Lites, 1 Wii	
<b>There is a specialist room that is equipped with:</b>	Network of 16 Machines	The ICT suite is timetabled for full utilisation
	Site is managed by	Sophie Murfin/Ally Dawson
<b>School Website</b>	Site is Hosted by	MGL
	Content Permission Slips	Issued Annually
<b>Links with other agencies:</b>	We link with other schools; Manchester LA; MGL; NAACE; BECTA when appropriate.	Links with agencies support the school in fulfilling the school vision for all aspects of ICT development.

## **2.0 Our ICT Vision.**

### **To create an e-Confident School**

#### **2.1 Characteristics of our ICT Vision:**

In line with Government strategy on ICT, we believe that our aim is to create an e-Confident school, with e-Confident adults and children working with ICT to enhance the whole school performance. The characteristics of such a school are defined as follows

- 1. High levels of staff confidence, competence and leadership**
- 2. Re-engineered teaching, learning and assessment, integrating effective use**
- 3. Leading and managing distributed and concurrent learning**
- 4. Effective application within organisational and management processes**
- 5. Coherent personal learning development, support and access – for all leaders, teaching and non-teaching staff**
- 6. Secure, informed professional judgement**
- 7. Appropriate resource allocation to ensure sustainable development**
- 8. Availability, access and technical support**
- 9. Pupils/students with high ICT capability**
- 10. School as the lead community learning and information hub**

## **3.0 Management of ICT within the school:**

### **3.1 Co-ordination of ICT:**

#### **The ICT subject leader is responsible for:**

- Raising standards of ICT capability for all children irrespective of background and ability
- Using ICT to raise children's understanding of and attainment in all areas of the curriculum
- Using ICT to improve home/school/community communication
- Motivating staff to understand and make the best use of ICT in their teaching
- Stimulating children's learning
- Ensuring that children with specific IT needs (i.e. those with no home access to a computer or whose home access is limited for whatever reason) are not disadvantaged

#### **Specifically**

- Write and update on a regular basis the school's ICT Policy to cover new initiatives
- Work with subject leaders to ensure that ICT opportunities are written into their subject schemes of work and that they understand their role in determining useful ICT resources/web sites across the curriculum.
- Work with subject leaders to assimilate new technology into the pedagogy of the school in order to improve delivery of the whole curriculum
- Prepare relevant school development plans as required for specific purposes
- Ensure that ICT enhances the curriculum process and that teachers and children use internet and email facilities to share ideas with other children and resources
- Develop clear assessment opportunities for ICT and work with the school's assessment coordinator to produce comparable recording mechanisms to other curriculum areas
- Monitor the use of ICT as an educational process throughout the school, in particular the teaching of ICT (with especial reference to ICT suites/clusters)
- Monitor the progression of basic ICT skills by children throughout the school
- Make use of ICT to prepare reports, both internally and to parents
- Support the development of ICT as an administrative tool throughout the school
- Manage all hardware/software resources
- Work with the community to ensure higher standards of access for all connected with the school, in whatever capacity
- Keep up to date with the latest ICT developments and work with colleagues in the area as well as share knowledge and understanding
- Help appoint, if determined, a technician to support hardware development within the school

### **3.2 Role of Subject Coordinators:**

Included in their role as subject leaders, staff are responsible for the cross-curricular use of ICT within their subjects

Specifically:

- Write/revise your subject scheme of work, identifying the opportunities for using ICT to deliver and enhance teaching and learning
- Determine the software/web sites that, in your judgement, can be written into your subject scheme of work to provide colleagues with ideas throughout each Key Stage of the resources available
- Ensure that the ICT element might not be carried out more effectively by other means within the subject area: if so, question the use of such ICT material
- Budget for and acquire subject-specific software after checking with the ICT coordinator and any other relevant source that the programs are both suitable and effective
- Use subject-based INSET to demonstrate to colleagues how new programs work, both from an ICT perspective as well as a subject knowledge base
- Include the monitoring of ICT support for each subject as part of the wider monitoring process
- Share knowledge and information with subject colleagues from other schools either through local meetings etc.

### **3.3 Curriculum entitlement:**

All children are entitled to a broad, balanced and relevant curriculum, as set out in the National Curriculum.

Pupil access to ICT varies widely outside of school. The school is aware of this through a regular audit questionnaire. Staff are aware of the need to compensate/extend pupils experiences where possible.

Progress is continually monitored using a range of assessments including: observations, baseline assessment, and the level descriptions in the National Curriculum at the end of the key stage, and from the objectives of the National Literacy strategy and National Numeracy strategy as well as standardised tests.

All information gained is used to support planning in order to aid progress.

### **3.4 Monitoring:**

The ICTCO is responsible to their Line Manager (HT/SMT) for monitoring the subject delivery. This takes the form of a termly, written report to the headteacher.

This report is based on the following Data sources

- Scrutiny of Staff Termly Planning
- Scrutiny of Pupils work
- Discussions with Pupils
- Lesson Observations (where appropriate)

The ICT subject leader also has scheduled termly meetings with ICT Management Team to monitor the progress of the ICT Development Plan.

This information will be reported back to Governors via the scheduled Curriculum Committee meetings

### 3.4 The role of the governing body:

Specifically relating to ICT the named governor for ICT has a role which includes the following;

- To contribute to a school vision for the future use of ICT in relation to staff, pupils, governors, parents and the wider community;
- To raise the awareness of the Governing Body to the developing use of ICT within the school;
- To attend meetings specifically for governors and curriculum ensuring that ICT and IT security is a periodic agenda item;
- To report developments in ICT to parents in the annual general report;
- To comment on and perhaps contribute to the development of the ICT development plan with the ICT co-ordinator and the headteacher or Senior Management Team;
- To contribute to the formulation of the school ICT policy;
- To assist in co-ordinating the ICT plan for curriculum and administration;
- To encourage the school to increase the use of ICT to reduce bureaucratic burden;
- To realise the potential of ICT as a resource for governors;
- To plan for ICT to be used to promote inclusion to support special needs pupils at a strategic level working with the named Governor for SEN

#### **Security:**

- With the Headteacher, ICT co-ordinator and other governors, consider the development of a school website, paying close attention to pupil security and intellectual property;
- To agree a safe use policy for internet and e-mail;
- To ascertain how the school has adopted the "IT Security and Privacy Guidelines for Schools";
- To ensure that the responsibility for IT security has been allocated to a member of staff.

#### **Training:**

- To liaise regularly with the ICT subject leader and SMT member responsible for learning and ICT;
- To consider the level of skills amongst support, teaching staff and governors in the application of ICT to learning and the management of learning.

#### **Community Use:**

- To consider how the school can develop as a focus in a connected learning community working with other learning organisations to improve access; and
- To consider how the schools' ICT facilities can be made available for use out of school hours by pupils and the wider community.

#### **Monitoring:**

- To ensure compliance with the legal requirements for ICT, including IT security, privacy and licensing;
- Ensuring the arrangements in the school for comply to the "IT Security and Privacy Guidelines for Schools";
- To monitor the development of ICT as a curriculum subject;

#### **Resources:**

- To ensure the governing body has a 3-5 year investment plan, ensuring the school's ICT resources are able to contribute to increasing levels of achievement and attainment; and
- With the Headteacher, ICT co-ordinator and other governors, to be involved in the process for the procurement of new ICT resources;
- To ensure that discussions and decisions about ICT resources are based on school improvement criteria, contributing to improving the school's existing resources and have regard for Best Value principles
- To meet government computer pupil: PC ratio targets of 8:1 for primary schools
- With the Headteacher and ICT subject leader, provide a regular updated assessment of the school's ICT resources, including content, connectivity, maintenance, computers, and associated equipment and understand their impact on learning and the management of learning.

## **4.0 Assessment**

### **4.1 Assessment Protocols:**

- The school has adopted a school-wide system of Assessment based upon the QCA documents and assessment is inputted into SIMS and reviewed on a half termly basis.
- Evidence of pupil achievement is kept both in electric format in the child's folder on the network and where appropriate.

### **4.2 Parental/Carer Involvement:**

Parents are informed of their child's achievement in ICT via annual school report.

### **4.3 Pupil Involvement:**

Pupils are closely involved in their own assessment and target setting and are expected to evaluate their own work and set targets for improvement working with the teacher.

### **4.4 Transfer of Data**

The school makes use of Manchester LA Data transfer to Secondary Schools to ensure that all data is sent both securely and in compliance with the Data Protection Act

This Policy was reviewed and amended in consultation with the SMT and ICT subject leader.

15/03/2010

This policy was shared with all staff on 15/03/2010

# Appendix A: 3 Year development Plan

## St Wilfrid's CE Primary School ICT POLICY