

THE MANOR C OF E PRIMARY SCHOOL

Information and Communication Technology policy statement

1. Rationale

The school recognise the importance of Information and Communication Technology (ICT) as a life skill, which has benefits and implications for home and work both now and in the future. Children must realise the rapidly changing nature of ICT and the impact it has in the world.

ICT is an essential part of the curriculum and an important element in children's learning. It is a valuable teaching tool which can stimulate and motivate children. Through this policy we will provide the relevant experiences and opportunities to enable children to reach their full potential and to access the changing world of ICT.

2. Purposes

- To deliver the programmes of study for the National Curriculum for ICT.
- To ensure children explore and learn to use ICT with confidence.
- To develop the use of ICT as an integral part of the curriculum.
- To enable children to develop and expand skills through using a range of ICT tools and information sources and to support their work in other subjects.
- To develop research skills and to make decisions on what is appropriate for their work
- To ensure that all children, regardless of race, gender or ability are given the opportunity to develop their ICT skills.
- To ensure continuity and progression throughout the primary phase and towards secondary education.

3. Guidelines

3.1 Planning

Children will develop their communication and data handling skills and will be given the opportunity to experience and develop ICT as a means to control objects.

The QCA scheme of work will be the basis for planning. Each teacher will complete an overview sheet which shows:

- i) The topic to be covered
- ii) The objectives and skills
- iii) A brief description of activities
- iv) Cross-curricular links

3.2 Internet use

Children will be given the opportunity to use the Internet for a variety of purposes, including communicating and as a research tool.

Internet use will be supervised and an RM filtered service provided to protect children from undesirable materials. (Also see Internet Access policy statement)

3.3 Resources Provision

All children will have access to a multimedia computer within the classrooms. Key Stage 1 and 2 will be timetabled to have access to computers in the ICT suite.

A range of appropriate software will be made available for use by all classes. Continuity and progression will be ensured through the scheme of work. Software will be regularly monitored and new software introduced as necessary.

3.4 Teaching and learning styles

ICT will be taught as a discrete subject and through cross-curricular means. A variety of teaching and learning styles will be used to facilitate learning. Activities may be led by a teacher, teaching assistant, parent or may be pupil led. Demonstrations of programmes, structured activities and investigation and problem solving approaches will be used. Children will work in a variety of groupings, including mixed gender and ability and children will be given the opportunity to work collaboratively and independently.

3.5 Special needs

Pupils with learning difficulties can be given greater access to the whole curriculum through use of ICT. They can improve their accuracy and presentation skills and this can improve their motivation and self-esteem.

3.6 Equal opportunities

Children will be given the opportunity to work in single and mixed gender groupings in order to ensure that there is an equal opportunity for all children in the use of ICT.

3.7 Assessment

Ongoing assessment is an essential part of good practice, ensuring that the abilities and needs of pupils are met and providing a summative statement.

Assessment of children's achievements, identified from the QCA scheme of work as key skills will be recorded, thereby promoting continuity between classes and key stages.

3.8 Monitoring

The plan for developing and monitoring ICT is outlined in the ICT school plan, which is updated yearly or as necessary by the ICT co-ordinator. The ICT co-ordinator and senior management will monitor the implementation of this policy and scheme of work.