CLIFFORD CHURCH OF ENGLAND
INFANT SCHOOL

POLICY STATEMENT FOR I.C.T.

To be Reviewed: September 2017
Reviewed by: L. Stent

Rationale

ICT is now embedded in our everyday lives and it is therefore essential that it is part of everyday school life. It should be used to enhance the teaching and learning within the school at every suitable opportunity. Where possible, technology should be used to empower the children, staff, parents and governors of the school to communicate more effectively with each other. At Clifford, children should begin to build a platform of skills upon which their future computer literacy will be embedded.

Aims

It is the intention of the school to continually upgrade the ICT resources, within our financial constraints, in order that the children will have the best possible opportunities to work in a modern and up to date learning environment. It is our intention to:

- deliver the highest quality of ICT education to all our pupils and staff.
- have PCs, iPads and other relevant ICT equipment available to pupils and staff at all times within the learning environment (in and out of the classroom)
- integrate as fully as possible the use of ICT into the whole curriculum
- ensure every child who leaves our school has the skills and experiences, which will allow them to get the best out of ICT during the next stage of their development and in later life.
- keep parents up to date with changes to the curriculum, new opportunities and experience available to them and their children with ICT,
- continually review resources, training and inclusion of opportunities to be at the forefront of what new technology has to offer.

Objectives

In order to achieve our aims:-

1. We have a bank of computers in each classroom. Currently there are 6 Desktop PCs in Year 1; 7 Desktop PCs in Y2; and 4 Desktop PC's in Reception. As we generally group our children, particularly for Literacy and Numeracy, this means that the computer can easily be integrated as a stand-alone activity. There is also 1 Desktop PC in both the Library and School Hall – primarily used to run the interactive whiteboards (IWB).

2. All the PC's are networked (Hardwire and Wireless networks are installed) so that teachers and pupils can share work and planning.

3. Every PC in the classroom is linked to the Internet. This allows children to use the Internet for research

4. In addition to computers, we have interactive whiteboards in all 3 classes. These facilitate a multimedia approach to learning and allow the classes access to a range of electronic teaching tools e.g. electronic big books; or software teacher tools; CDs and DVDs (video recorders are also wired into most classrooms); and internet access. We also have Apple television in Y2 which is used for guided reading sessions. There are 5 iPads, 14 iPad minis and 6 iPods. In addition to this each teacher has an iPad air. All iPads are synced using an Apple Mac.

ICT is embedded within the curriculum and is also taught using the National Curriculum.

As a forward thinking employer we set out to provide continual professional development in ICT training. This extends to parents and governors, as well as staff. This is carried out via in-house and/or external training.

The ICT Co-ordinators

The ICT project leader is Miss Stent. The role of the ICT project leader is:

- To provide support and assistance to colleagues.
- To liaise with the ICT technical support provider (currently Viglen) to ensure the efficient running of the school's ICT facilities

- To lead by example and keep abreast of new curricular and technological developments.
- To provide or arrange relevant ICT training, dependent on the skills and needs of those involved.
- To purchase new software and hardware in line with the ICT Development Plan.
- To work with the Headteacher in writing the strategic ICT Plan each year.

Internet Access and Safety

All school PCs and iPads have access to the Internet. The computers are protected using Sophos anti-viral software. Secure broadband internet access is provided by the Yorkshire and Humber Grid for Learning (YHGfL). As well as managing the internet access, YHGfL are responsible for vetting the content delivered to the school and blocking unsuitable websites from being accessed by staff and pupils.

Technical Support

We currently buy into the technical support through Viglen. This gives us a technician for half a day each week, to troubleshoot and provide training for staff, as well as working with groups of children. In addition we have 24-hour telephone support. The Viglen 24 hour hotline is 0208 768 7177.

Website

The latest school website went live in March 2014 and we are continually in the process of building and updating its content.
www.clifford.sheffield.sch.uk

E-Learning & Communication

We are currently investigating the best way to make e-learning available to the pupils and parents of the school. E-Learning is seen as an important part of the school's future. At present, pupils can be set home-learning tasks via EducationCity.Com, Abacus, mymaths and Purple Mash. All staff have access to a Clifford email via Google mail. Teachers' and Governors' email addresses are available via our website. We communicate electronically with parents via Call Parents, which enables texting and email.

Planning/Assessment and Reporting

Online data collection and storage are now the main methods of maintaining pupils' attainment records. STAT online is used to collect data from Foundation, Year 1 and Year 2. The Foundation Stage also use 2Simple. This allows the teachers to track individual children's performance and provide intervention and support where necessary. It also enhances data security.

Assessment of ICT is carried out on an ongoing basis and standards and learning are reported to parents verbally throughout the year and through written end-of-year reports. New methods of assessing pupil progress are continually being investigated. Planning is carried out by the class teacher.