Queens Church of England Academy

Computing Policy

Adopted by the Leadership team *February 2026*

Approved by full Governing Body *March 2026*

To be reviewed *March 2028*



Introduction

This ICT policy sets out the intentions of Queens C of E Academy. Its content

is underpinned by the:

- National Curriculum,
- All other policies Special Educational Needs (SEN) English As An
- Additional Language (EAL) Assessment Recording and Reporting
- (ARR) Teaching and Learning (TL) Single Equalities Act E-Safety and
- Safeguarding policies.
- Relevant Diocesan Board Education documents.
- Data Protection.
-

INTENT

At Queens C of E Academy, we believe that it is essential to develop our children's use of a wider range of ICT tools and information sources to support their work in other subjects. This includes hardware such as computers, IPads, smart boards, cameras, videos and web cams; and arrange of software such as word processing, desktop publishing, spreadsheet, database and media manipulation packages. They develop their research skills and decide what information is appropriate for their work. They begin to question the plausibility and quality of information. They learn how to amend their work and present it in a way that suits its audience. This is a key skill in the 21st century. NC POS Key Stage 2.

Aims

At Queens C of E Academy, our children will experience a broad and balanced range of activities which will include opportunities for them to:

- understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
- analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- be responsible, competent, confident and creative users of information and communication technology.
- be safe online: know what that looks like, how to advise peers and also what to do when they are feeling unsafe.

Objectives

At Queens C of E Academy the children will:

- work individually, in pairs and groups to explore a variety of information sources and ICT tools.
- have the opportunity to sustain a level of work on one item from the start to completion.
- have the opportunity to use a multi media approach to develop displays.
- be exposed to technical vocabulary.
- work with a range of information to consider its characteristics and purposes.
- investigate and compare the uses of ICT inside and outside school.
- support the development of basic English and Numeracy skills.

IMPLEMENTATION

Subject content

At Queens C of E Academy we follow the National Curriculum's computing programme of study, supplemented by the Warwickshire computing units.

Children will be taught to:

- design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output
- use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and programs
- understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact

Key skills

At Queens C of E Academy our children will be taught to log on, access programs, save, retrieve, type, amend, design, debug, manipulate and present words, images and sounds electronically to analyse and become technologically literate.

Teaching and Learning

Each year group will:

- produce a long term ICT plan linking where appropriate to the year group topic
- teach units of work in line with the 2014 National Curriculum computing program, these are guided from Warwickshire's computing programmes of study for each year group
- have the opportunity to use ICT to develop research skills to support their learning across the curriculum.
- take opportunities to communicate using ICT, e.g. email, use of internet, blogs.
- encourage the children's development of personal and social skills, be fully
- inclusive and give equal access for pupils to access learning
- use ICT across the curriculum.
- take opportunities to use ICT in work displays.

Matching tasks to pupils' abilities

Teachers will ensure that tasks are appropriately differentiated (by outcome, support) and meets individual needs.

Personal Electronic File

Each child will have a document file, where they will store all their work. This will act as a record of the range of experiences received by the child.

Recording of written work

Each child has a Computing Journal where written work is recorded. These journals stay with the children throughout their learning journey at Queens to allow the children to apply skills they have learned in other year group contexts.

IMPACT

Role of the Leadership Team to:

- review the ICT Policy and the long term plans to ensure they meet the statutory requirements.
- ensure a timetable for the use of the ICT Suite is placed in the staffroom/ICT Suite and with the office staff.
- produce the ICT development plan with realistic and developmental targets
- provide advice to teachers or seek information to help support with appropriate resources and approaches to assessment.
- to purchase and organise the appropriate ICT resources in the ICT Suite with the Site Services Manager and School Business Manager.
- attend relevant in service courses and feedback to staff new information and ideas.
- monitor teaching and learning to ensure it supports the raising of attainment of core curriculum subjects.
- liaise with the Head teacher and outside agencies to ensure we have the most up to date technology and support the development of an appropriate infrastructure. Maintenance is purchased from Praestania Technology Ltd
- liaise with the feeder schools to ensure continuity and progression.
- liaise with Praestania Technology Ltd and the MAT to ensure we meet current safeguarding, including e-safety and Acceptable End User policies, Site licences and Health and Safety legislation.
- liaise with Praestania Technology Ltd to ensure all ICT items are in a good state of repair.
- liaise with all subject co-ordinators to ensure cross curricular links are supported.
- ensure records are kept for each child and a statement is provided for the child's annual school report.
- present an annual report to the governors
- support school to develop its administrative ICT capability including maintaining the website.

Role of the class teacher:

- teaching and developing the long term plans into more detailed weekly lesson plans that ensure that children are taught the statutory requirements for ICT
- evaluating their schemes of work
- ensuring that ICT links are included in all curriculum subjects to enable children to apply their knowledge and skills
- complete termly record sheet
- appropriately resourcing ICT activities including checking sites are not blocked
- displaying the ICT work produced by all children in an appealing way so as to enhance the learning environment and display the varied range of artwork. Displays should reflect the schemes of work and current ICT work and should have clear descriptions about the work and who has made it.
- ensure there are links made to the SMSC development of the children.

- ensuring parents, pupils and any community members have signed the necessary ICT permissions.

Health and Safety

The teaching staff are responsible for the supervision of activities and to ensure that the children are sitting correctly at a computer screen and are having regular breaks away from the screens. They are also responsible for ensuring that the children use all equipment correctly and safely. All ICT equipment is subject to maintenance and safety checks each time it is used and any faulty equipment is to be reported to Praestania Technology Ltd by email and copied to the ICT lead, Head teacher and School Business Manager.

Cross curricular learning

Long and medium term plans are planned creatively to harness learning opportunities from across the curriculum, as well as meeting the objectives in the computing curriculum. Each type makes reference to these links. The nature of ICT teaching should not be 'watered down' as a result of this. The use of appropriate teaching and learning strategies should enable pupils learning and encourage creative thinking and imaginative ways of working.

Annual ICT events

The school has a planned annual calendar marking key events. Use of ICT to share these is actively encouraged through uploading pictures and text to the school website. Displays are regularly updated and reflect the work of the pupils throughout the year. ICT events are planned to give opportunity for all children and staff to partake in a focussed and shared approach with training and specialist led learning.

Monitoring and evaluation

The ICT Co-ordinator and senior management are responsible for observing practise and monitoring the quality and impact of ICT teaching and learning.

The ICT development plan is reviewed with the Head teacher and recommendations for development are recorded as part of the ongoing school self-evaluation programme. The ICT co-ordinator regularly attends training for subject leaders and disseminates this within school staff meetings. Additional training events are also held within the staff-training programme or as part of staff meetings. These events are informed by the monitoring of teaching and learning, local and national initiatives.

Resources

Brand new computer suite: "The Vault"

An Immersive Classroom which boasts; sound, a vibrating floor, scents, smoke machine, mood lighting and an interactive floor.

We have a number of pupil laptops using the Windows 10 operating system.

We have IPads for children's use, and each teacher is provided with one.

Main hall has a screen, laptop with internet access and 6 speakers to enhance voice projection.

15 classrooms have Viewsonic boards, the learning area in home studies (now known as "Eden") and any other teaching rooms have Promethean active panels.