ICT Policy

Introduction

The purpose of this policy document is to define the principles and aims of communication at Melrose and the Pre-Preparatory Department and to provide a framework which;

- promotes consistency in school planning and school practice.
- facilitates development and change.
- informs new staff, pupils, parents, governors and the wider community.

This policy should be view in conjunction with the E-Safety Policy & AUP.
It was reviewed in the Trinity Term 2023. The next review will be in the Trinity Term 2026.

Principles

"ICT has a critical role in enhancing the learning process at all levels and across a broad range of activities including but going beyond the National Curriculum. Through the use if ICT in the curriculum, educational establishments will also be helping students become knowledgeable about the nature of information, comfortable with new technology and able to exploit its potential"
(HMI Information Technology from 5-16)

Aims

Our aims for ICT are:

- that children will become independent users of ICT, gaining confidence and enjoyment from the ICT activities.

- the school will use ICT as a tool to support teaching, learning and management across the curriculum.

- to enable children and staff to select and use ICT tools appropriately and efficiently and apply their use across a range of subject areas.

- children will understand the importance of safety when using the internet.

- to ensure continuity and progression throughout the school.

Strategies for the use of ICT

- all pupils will have a regular taught ICT input (integrated throughout the curriculum) with equal opportunity to develop their ICT capability.

- to ensure progression in the development of pupils' ICT capability, planning will be based on the ICT National Curriculum Programme of Study (Rising Stars).

- ICT will be included at all levels of curriculum planning to support, extend and enhance teaching and learning.
- ICT work will be differentiated by groupings, work set, provision of additional support and extension activities where appropriate.
- Teachers will look for opportunities to integrate ICT into different areas of the curriculum.
- pupils' ICT capability will be monitored and assessed according to the schools Assessment Policy.
- teaching and recording will be done through a variety of formats and styles.
- teachers will evaluate, review and continue to improve the effectiveness of ICT in their classroom.

Assessment

Monitoring of the key aims of the National Curriculum will be conducted by teachers across the academic year using the resources from Rising Stars.

Feedback on other tasks as part of the curriculum will generally be given while the task is being carried out.

Resources

- Office 365
- ICT Room of 25 computers
- 24 portable 'Go' devices.
- 24 portable Microsoft devices.
- iPads
- Digital Cameras
- Easi-Speak Microphones
- Smartboards and Projectors
- Form III computers
- Espresso
- 2Simple (Purple Mash, Serial Mash and Mini Mash)
- Head of ICT & Senior School Technicians

Strategies for Reporting

Reports to parents twice yearly in the Junior Department.
A summary of learning will be provided in the Preparatory Department in the end of year report.