

SURLINGHAM PRIMARY SCHOOL

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SURLINGHAM COMMUNITY PRIMARY SCHOOL **ICT POLICY**

School Statement

Surlingham C P School aims to guide the individual child to the full achievement of his or her educational potential and to the development of a high level of social and personal skills within a small, caring and open community where all members are respected and valued.

AIMS

By the year 2005:

This school will have a hardware base of 15 networked machines.

The school will have software and peripherals that will enable pupils to cover all aspects of IT in the Foundation Stage and National Curriculum and to reach levels of attainment appropriate to their abilities.

The school will follow the QCA guidance for the Foundation Stage, and the QCA programmes of study for the Key Stages One and Two, to ensure continuity and progress.

The use of ICT to support teaching and learning will be normal procedure for teachers and pupils.

Safeguard access to the Internet will be used to connect pupils and teachers to the wider information community on a regular and consistent basis. The school will regard access as a necessity and an entitlement. Multiple access from all classrooms and support areas to the Internet through the network will be the norm.

The use of email and other electronic means of communication will be the norm for all staff and many pupils.

Teachers will be confident in the use of ICT and the majority will, with training and support, have reached nationally defined standards of competence.

The school will have developed greater use of ICT administration facilities, further improving the effectiveness and efficiency of school management.

Desktop publishing will continue to be used to produce professional and valuable information and publicity for staff, parents, children, governors, the LEA, DfES and members of the wider community.

The electronic transfer of data will be routine.

The school will ensure that the use of the resource is maximised to the benefit of pupils, staff, parents and the community, all of whom will have the opportunity to use the ICT facilities at appropriate times.

ORGANISATION

ICT will be planned and taught as part of the whole curriculum. At times it will be taught as a subject to enable specific skills to be reinforced.

We will follow the QCA scheme of work and guidance for ICT.

The use of ICT will occur in a balanced way throughout the curriculum and will provide meaningful support to pupils learning in all subjects.

Pupils will use facilities to support all curriculum areas as and when needed. For example – digital photography as part of an art “portraits” project, and word processing for the school magazine.

We will develop assessment tasks that lead to the awarding of proficiency certificates in KS2 in the areas of word processing, information retrieval, data handling, email, Internet and problem solving.

We will monitor each pupil’s progress as part of our normal assessment procedures.

All the staff will develop ICT policies and planning together.

We will present our new ICT policy to governors in February 2002, and revise it in 2005.

Staff will identify their training needs as part of their performance management targets.

NOF Training will start in Spring 2002.

We will replace outdated machines and provide a bank of laptops for use throughout the school.

We will have machines in ever teaching and support area, which are linked to each other and the Internet.

Laptops will be made available to staff and pupils to help surmount accommodation difficulties, and to allow the most flexible use of IT. This will also allow staff to use IT facilities out of school time and premises and help make them confident and competent practitioners.

In order to address the issues identified in the whole school ICT audit and make progress with out development priorities a four year action plan will be implemented.

ICT support will be bought on an ad hoc basis.

We will replace equipment on a four to five year cycle if the school’s budget permits.

Any surplus equipment still in good working order will be offered to the staff and then to the local community.

Any completely outdated or damaged equipment will be scrapped.

The head Teacher, in conjunction with the school secretary, will be responsible for the management of the administration system.

ARW 2001

Approved Date

Revised Date

