



Unit Title	Sequence of learning Lesson title, theme, big question.	Key concepts/outcomes/knowledge and skills. (Could also add lesson vocab here)	Assessment/ including specific content/ knowledge/skills tested. Green=assess/Blue=improve	HWK. Add Hyperlink To be in books clearly marked	Furthering Cultural Capital. & Opportunities for reading	Recall of prior or future topics –	Lesson resources including or hyperlink to supporting websites/resources/books/texts & individual lessons. 5xT+L essentials to be included in individual lessons,
1	Introduction to School Network	<ul style="list-style-type: none"> <li>- Understand the difference between a username and a password.</li> <li>- Understand the importance of password security and how to make sure that their school network accounts remain safe.</li> <li>- Be able to demonstrate how to log into the school system with independence.</li> </ul>	<p><b>Teacher</b> Assessment through observation of successful log in.</p> <p><b>Student</b> recall activities as plenary to identify reasons behind password security.</p>	Create a poster about how to stay safe in an ICT room		<p>Students assumed to have no prior experience using the school network as this is their first ICT lesson.</p> <p>Students will be able to make the link between password control and accessing the school system.</p>	<p><b>Teacher PowerPoints</b></p> <p><b>Student homework booklet.</b></p> <p><b>Student Help Sheet available in Student Drive and on Teams</b></p>
2	File Organisation Skills	<ul style="list-style-type: none"> <li>- Understand the importance of good file management and the impact this has on them in school, home and in the workplace.</li> <li>- Be able to demonstrate creating folders and using suitable naming conventions.</li> <li>- Be able to demonstrate how to open files from the school network and then save these accurately into their own user area.</li> <li>- Students to assess their own personal understanding of the key terminology to be discussed in upcoming lessons.</li> </ul>	<p><b>Teacher</b> Assessment through observation of students creating folders and saving work.</p> <p><b>Student</b> recall activities as plenary to discuss why it is important to have good file management in place.</p>	Revise the 15 keywords from their knowledge organiser.		<p>Students assumed to have no prior experience of creating folders and naming conventions as this is not covered in the KS2 syllabus.</p> <p>Students will be able to make the link between file organisation and effective file retrieval skills.</p>	<p><b>Teacher PowerPoints</b></p> <p><b>Student homework booklet</b></p> <p><b>Student Help Sheet available in Student Drive and on Teams</b></p>
3	Microsoft Teams Tools (Collaboration)	<ul style="list-style-type: none"> <li>- Understand how to access Microsoft Teams</li> <li>- Understand the process of identifying class set work and how to complete these using the Teams Application.</li> <li>- Demonstrate successful use of the Assignments and Class notebook work sections within Microsoft Teams.</li> </ul>	<p><b>Teacher</b> – Formal assessment through online Test of keywords and definitions</p> <p><b>Student</b> – Informal assessment during class-based discussion.</p>	Keywords and definitions worksheet.		<p>Students assumed to have no prior experience of using Microsoft Teams as this is not covered in the KS2 syllabus.</p> <p>Students will be encouraged to further explore Microsoft Teams within all subject areas.</p>	<p><b>JH Introduction to Teams presentation</b></p> <p><b>Printed/Teams Student Resources (produced by JH in 2020)</b></p>
3	Keyboard Skills	<ul style="list-style-type: none"> <li>- Understand how keyboards are set out.</li> <li>- Understand the shortcuts that can be used on a keyboard.</li> <li>- Understand how to use a keyboard confidently to type a range of tasks.</li> </ul>	<p><b>Teacher</b> Assessment through observation of students using the keyboard to complete a series of online challenges.</p> <p><b>Student</b> – Informal assessment through observation.</p>		Discussion of careers where good keyboard skills are needed within local area.	<p>Students assumed to have basic keyboard skills from KS2 device use.</p> <p>Students will be encouraged to recall how they have used keyboard shortcuts in Microsoft Teams to complete tasks.</p>	<p><b>Teacher PowerPoints</b></p> <p><b>Printed/Teams Student Resources</b></p> <p><b>Access to online keyboard assessment skills</b></p>

<b>4</b>	School Email	<ul style="list-style-type: none"> <li>- Understand what an email is and how they are used to communicate between two or more people.</li> <li>- Understand the keywords linked to email tools and describe how people might use these within the workplace.</li> <li>- Understand the rules of email etiquette and the impact that good etiquette has on email recipients.</li> <li>- Demonstrate how to create and send emails using a variety of email tools.</li> </ul>	<p><b>Teacher</b> Written assessment through completion of online email questions.</p> <p><b>Student</b> recall activities through in class discussion and questioning.</p>			Students will recall times when they have used email at home and school and will be able to reflect on how they have followed email etiquette rules.	<p><b>Teacher PowerPoints</b></p> <p><b>Printed/Teams Student Resources</b></p>
<b>5-6</b>	Scenario Based Project – PowerPoint Skills	<ul style="list-style-type: none"> <li>- Understand the different tools available within presentation software.</li> <li>- Understand how presentation software is used to present information to a variety of audiences.</li> <li>- Demonstrate how to use different presentation software tools to make an interactive and engaging presentation.</li> </ul>	<p><b>Teacher</b> Assessment based on completion of different tasks for a given scenario.</p> <p><b>Student</b> recall activity to take place within starter/plenary lessons.</p>	Microsoft PowerPoint toolbar labels homework sheet.	Discussion of careers where good presentation skills are needed within local area.	Students to recall experiences of using presentation software to complete tasks and the benefits of the different tools.	<p><b>Teacher PowerPoints</b></p> <p><b>Printed/Teams Student Resources</b></p>
<b>7-8</b>	Microsoft Word Skills	<ul style="list-style-type: none"> <li>- Understand the different tools available within word processing software.</li> <li>- Understand how word processing software is used to present information to a variety of audiences.</li> <li>- Demonstrate how to use different word processing software tools to make a professional document.</li> </ul>	<p><b>Teacher</b> Assessment based on completion of different tasks for a given scenario.</p> <p><b>Student</b> recall activity to take place within starter/plenary lessons.</p>	Microsoft Word Toolbar labels homework sheet.	Discussion of careers where good word processing skills are needed within local area.	Students to recall experiences of using word processing software to complete tasks and the benefits of the different tools.	<p><b>Teacher PowerPoints</b></p> <p><b>Printed/Teams Student Resources</b></p>
<b>9</b>	Revision	<ul style="list-style-type: none"> <li>- Understand how to summarise information to assist in knowledge recall activities</li> </ul>	<p><b>Teacher</b> Assessment through completion of revision activities.</p> <p><b>Student</b> recall activities as throughout the lesson.</p>	<b>Lesson 9</b> – Knowledge Organiser Revision from lessons 1-8		Students will recall key learning from previous lessons.	<p><b>Teacher PowerPoints</b></p> <p><b>Printed/Teams Student Resources</b></p>
<b>10</b>	End of Unit Assessment	<ul style="list-style-type: none"> <li>- Students to complete their end of unit written assessment to identify strengths and weaknesses in knowledge recall.</li> </ul>	<b>Teacher</b> Assessment through completion of written examination.			Students will recall key learning from previous lessons.	<b>Online Assessment</b>
<b>11</b>	Improvements	<ul style="list-style-type: none"> <li>- Students will work independently to complete improvements to their end of unit assessment and to address unit misconceptions.</li> </ul>	<b>Students</b> Improvements to increase accuracy of understanding.			Students will recall key learning from previous lessons.	<p><b>Teacher PowerPoints</b></p> <p><b>Printed/Teams Student Resources</b></p>