

SUBJECT OVERVIEW BY YEAR GROUP

CURRICULUM AREA: Key Skills

SUBJECT: Computing

The table below gives the themes within the subject taught and studied in different year groups. For further information about this subject area, see the relevant policy.

Pupils will be taught basic computing skills and explore new software in the Early Years and then progress to following the WJEC Entry Pathways and Edexcel schemes of work where pupils will be required to complete coursework that will be accredited at Entry Level 1-3.

Year Group/s	Themes
Pupils from Year 2 to Year 6 follow the Switched On ICT schemes of work.	
Year R/1 Computing is embedded across the curriculum. Pupils who require assistive technology to support their learning have access to this.	
Sharks/ P3/ P4 Blue Computing is embedded across the curriculum. Pupils who require assistive technology to support their learning have access to this. Pupils will use ICT and speech aid to make a request or indicate a choice and seek attention. They will access ICT based information through direct touch on a touchscreen. They will explore simple games in a variety of situations and follow instructions to move a turtle/robot (e.g. a Bee-Bot) to an end point.	
Pupils in year 2 to 6 will follow the Switched on ICT programme of study. Pupils will develop ICT skills through meaningful experiences that cover all the prime and specific areas of learning and development. Pupils will also have individual targets looking at basic IT skill.	
Themes	
Year 2 Pupils follow one topic per half term/ term	<ul style="list-style-type: none"> • We have confidence • We can take turns • Programming (Bee-bot) • Internet safety
Year 3 Pupils follow one topic per half term/ term	<ul style="list-style-type: none"> • Programming (Bee-bot) • We are TV chefs • We are celebrating • Internet safety
Years 4, 5 and 6 Pupils follow one topic per half term/ term	<ul style="list-style-type: none"> • Programming • Internet safety • We are celebrating • We are researchers • We are comic writers • We are treasure hunters • Kodu • We are painters • We are time travellers

Years 7/8/9

Pupils follow WJEC Entry Pathways. Three units per year on a three year cycle

Internet safety will be covered throughout the year.

IT User Fundamentals

- Start and shutdown procedures
- Organise, store and retrieve files
- Where you can save work, (memory stick, CD, hard drive)
- Work safely, health and safety issues, risks from hardware, electrical connections, adjusting seating and lighting
- Keeping password and information safe.

Imaging Software

- Obtain, insert and combine information for images (size, crop and position)
- Copyright law
- Combine information, insert, size, position, order, group
- Store and retrieve files, open, save, print
- Manipulate and edit images, resize images, basic shapes, cut, paste, rotate, flip, change font, colour, size

Presentation software

- Input and combine text and other information within presentation slides. (video, sound, tables, clipart, photograph)
- Copyright law
- Store and retrieve, open, save, close
- Use presentation software tools to structure, edit and format slides. Drag, drop, position, undo/redo, crop objects, find, position objects, simple shapes.
- Format slides. Colour, font, size, numbering, bullet points, background, sound, animation, line spacing.
- Prepare slides for presentation. Set up slide show, view, rearrange order, print handouts, speakers notes,
- Check presentation, spell check, grammar check, slide order, orientation, layout, formatting, accuracy

Using Emails

- Use e-mail software tools and techniques to compose and send. Format text, spell check, format paragraphs
- Send emails, to, from, cc, subject, reply, reply all, forward

- Staying safe, avoid inappropriate disclosure of personal information, avoid misuses of images, use appropriate language, respect confidentiality
- Address book, add, edit, delete, contact list
- Manage incoming emails, security, copyright, password protection
- Email responses, decide on priorities, decide when and who to copy.
- Organise and store e-mails, folders, subfolders, delete unwanted messages, backup
- Email problems: SPAM, junk, viruses, messages from unknown user

Using word processing software

- Enter, edit and combine text and other information accurately within word processing documents
- Keyboard and other input methods, keyboard short cuts, typing accurately
- Other input devices, voice recognition, touch screen,
- Editing tools, select, copy, cut, paste, redo, drag and drop, insert, delete, size, crop, position,

Internet Fundamentals

- Connect to the Internet, wireless, username, password, LAN, VPN, mobile phone, router, broadband, hardware and software requirements.
- Use browser software to navigate web pages and search, information. Enter, back, forward, refresh, stop, history, new window, new tab, toolbar, search bar, address bar, follow link.
- Search techniques,
- Download information. Webpage, website, images, text, numbers, sound, games, video, TV, music.
- Follow and understand the need for safety and security practices when working online. Firewall setting, internet security setting.
- Threats to user safety, false identity, identity theft, cyber bullying
- Information security, username, password, real name, withheld personal information.

Spreadsheet software

- Enter and edit numerical and other information using spreadsheets, clear cells, edit cell contents,

	<p>add and delete rows and columns.</p> <ul style="list-style-type: none"> • Information, numbers, charts • Store and retrieve effectively, save, open, close, • Use appropriate formulas, lists, tables, total and summary information, add, subtract, multiply • Display, • Chart, graph, pie chart, bar chart, line graph • Page layout, landscape, portrait, header, footer, gridlines, page numbers <p style="text-align: center;"><u>Desktop publishing</u></p> <ul style="list-style-type: none"> • Use appropriate designs and page layouts for a publication • Input text and other information, keyboard, mouse, scanner, touch screen, • Copyright law • Combine presentation information, insert, size, position, wrap, order, images, text, • Store and retrieve file, save, open, close • Software techniques to format text • Format text, font style, font size, colour, orientation, • Check publications, spell check, grammar check, word count, orientation layout.
<p>Years 10/11 Red and Purple Accredited through Edexcel Functional Skills ICT, on a two year cycle.</p>	<p style="text-align: center;"><u>Entry 1</u></p> <ul style="list-style-type: none"> • Keep access information secure by using passwords • Recognise and use interface features - Computer hardware • <i>Recognise and use interface features</i> - software • <i>Interact with ICT for a given purpose</i> • Finding and selecting information – on screen information • Developing, presenting and communicating information - Identify and correct simple errors • Finding and selecting information – text messaging • Developing, presenting and communicating information – receive and open electronic messages <p style="text-align: center;"><u>Entry 2</u></p> <ul style="list-style-type: none"> • Follow recommended safe practices • Use ICT based sources of information - Numbers • Enter and edit information for a simple given purpose – simple editing and formatting/identify and correct simple errors • ICT based communication - read, send and receive

electronic messages - Email

- Interact with ICT for a purpose - Images
- Find specified information from ICT based sources- simple Internet searches
- Developing, presenting and communicating information - Bring together two given types of information
- Bring together two given types of information - use simple editing and formatting techniques, identify and correct simple errors and print
- Solving problems

Entry 3

- Interact with and use an ICT system to meet given needs – use input and output devices, recognise and use interface features.
- Interact with and use an ICT system to meet given needs – Use and change passwords and change simple software
- Store information – open and save files
- Use simple searches to find information - search stored information
- Enter and develop different types of information to meet given needs
- Enter and develop different types of information to meet given needs – insert and position graphics or other digital content to achieve a purpose
- Enter and develop different types of information to meet given needs - Process numbers to meet needs
- Search web- based sources of information – including checking for accuracy and meaning.
- Use software applications to meet needs and solve given problems (including Read, send and receive electronic messages – email)

Internet safety will be covered throughout the year.