**KS5 ICT Cycle 1 Spring**

**Emails**

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|  | **Pathway 1** | **Cycle 1**  **KS 5 (Pathways 1)** | **Term Spring** | |
| **Learning Intention: This SOW aims to what an email is, what people use emails for and what an email may contain. It also aims to teach how to create an email account, send an email to a friend and stay safe from sharing personal information with strangers. In the end, some pupils will be able to use additional Gmail functions like the Google Calendar, Docs and Drive.** | | | | |
| **Key knowledge that should be learned during this SoW** | | All | Most | Some |
| **Concept:** | | All pupils will understand what an email is. They will also learn the concepts of personal information and stranger. | In addition to the previous, most of the pupils will understand what an email can contain. | In addition to the previous, some pupils will understand what Google Docs and Google Drive are. |
| **Knowledge:** | | The pupils will learn what an email is and what people use emails for. They will also learn who is safe to send an email to. | Most of the pupils will remember the steps to create their own email account. They will also learn the importance of keeping their personal information safe. | In addition to the previous, some pupils will learn additional functions on Gmail like the Google Calendar, Docs and Drive. |
| **Key Skills:** | | The pupils will be able to create an email account and send a short email to a friend. They will also be able to avoid sending emails to strangers. | In addition to the previous, most of the pupils will be able to modify their email and choose who to send it to. They will also be able to keep their personal information safe. | In addition to the previous, some pupils will be able to send long emails to multiple recipients. They will also able to open and explore the Google Calendar, Docs and Drive. |
| **Language and/or communication skills:** | | The pupils will be encouraged to use their language skills to type an email to a friend. In the end, they will be able to type keywords on an email to share what they want to say to a friend. They will also build a vocabulary which will ensure their safety in the future. The pupils will learn the following keywords: email, personal information, stranger, friend, staff. | In addition to the previous, the pupils will be able to type sentences on an email to share what they want to say to a friend. They will also learn the concepts of personal information, danger and stranger which will ensure their safety in the future. The pupils will learn the following keywords: email, personal information, stranger, friend, staff, change, text, photo, attach, document, recipient. | In addition to the previous, the pupils will be able to type and send long emails to friends. They will also develop the language skills which will allow them to share any concerns they may have with adults. The pupils will learn the following keywords: email, personal information, stranger, friend, staff, change, text, photo, attach, document, recipient, Google Drive, Calendar, Google Docs. |
| **Curricular Links** | | Links to other learning within the subject and spiral learning links: E-safety, typing and changing the text, use of photos and documents.  Cross-curriculum links: English: speaking, listening, typing, reading, PSHCE. | | |