

YEAR 7, The Basics (Term 1), ICT and Computing (Tech Fac)

Rationale and Context of Unit:	Core curriculum content:	Tier 2 & Tier 3 vocabulary explicitly taught:
<p>Students come into Acle Academy with various levels of knowledge for ICT and Computing, therefore it is paramount that all students have an understanding of how a PC works and how all Microsoft Office programs function for further learning in KS3 (and beyond).</p> <p>Whatever students take for GCSE subjects or whatever job they have in the future, it is likely that they will need to know how to operate a PC and Microsoft office. More and more students are lacking this skill when they arrive in year 7 as the majority of students now have tablets.</p> <p>The KS1 and 2 curriculum for ICT / Computing focuses on coding and basic Esafety, therefore knowledge of PC operating systems and Office is something they will need going forward but may not have encountered previously.</p>	<p><i>Students will be taught how to use a PC. Where to locate files, how to store files efficiently, how to rename, delete and move files.</i></p> <p><i>The will be taught how to use an email system and attach documents.</i></p> <p><i>They will be taught how to use Microsoft Office: Word, Powerpoint, Excel and Access</i></p> <p><i>They will be taught basic Esafety.</i></p> <p><i>Students need to know these basic skills as we move through KS3 ICT and Computing and cover more content which requires using these applications. Students will need to know how to use these applications for pieces of work throughout the curriculum and beyond in the world of work.</i></p>	<p>Automated (2) Formatting (2)</p> <p><i>NB. Each lesson has a key words list to accompany the students' learning and more words may be explicitly taught than the above but these are obligatory.</i></p>

Challenge and Support:	World wide learning/ links to 21 st century:	Cultural capital/ Industry/ Enrichment:
<p>Each lesson has EDSM descriptors and there are tasks in each lesson which target HAPs.</p> <p>There are lots of sections in the lesson powerpoints which will require reading out loud to practise literacy and oracy skills. Further reading links are given within the lesson powerpoints (EG. Further links to read about ESafety is going onto the ThinkUKnow website).</p> <p>Students will be taught how to change the colours of documents. A list of key words/ word bank is available for every lesson with definitions.</p> <p>Tasks are chunked with step by step instructions and the lessons powerpoints are saved on the public area. Students who need to, can save a copy to their areas so they can refer back to it. They can print the document if needed and make notes (or do this electronically).</p> <p>Extra help guides are also available in both electronic and printed out formats for various pieces of software.</p> <p>Students are given plenty of time (a fortnight) to complete any homework tasks. They are encouraged to complete this at lunchtime or at homework club, giving them access to computers, if they do not have IT access at home.</p>	<p>Each lesson has either a 'real life link' or a 'link to careers' section, depending on which one is relevant to the lesson. All of these lessons are relevant to the work place as most students will have to use a computer at some point in their working life.</p> <p>This unit covers Esafety: Social media, false information, spam and phishing, malware and security, firewalls and cyberbullying. This gives students an understanding of how to behave online.</p>	<p>Each lesson has either a 'real life link' or a 'link to careers' section, depending on which one is relevant to the lesson. All of these lessons are relevant to the work place as most students will have to use a computer at some point in their working life.</p> <p>Basic PC skills are developed in this unit, along with being able to participate in a discussion.</p> <p>Re: cultural capital, it gives students basic skills to be able to access the internet and use a computer. Skills which are now vital in a modern the world.</p>

<p>Lessons will be further differentiated in accordance with SEND and PP passports. Seating plans will be annotated based on passports.</p> <p>To support SEND students further, scaffolding, cognitive and metacognitive strategies, explicit Instruction and flexible grouping are used, along with the aid of technology.</p>		
Historical, Social, Moral, Spiritual, Cultural context:	Cross curricular links/ literacy/numeracy:	Common misconceptions:
<p>The ESafety lessons in this unit teach students how to behave online. It gives them an awareness of cyberbullying / what it is / what damage it can do.</p>	<p>This unit relates to ESafety topics in CC lessons. The spreadsheet lessons relate to maths / numeracy.</p> <p>There are many opportunities built into each lesson to read aloud the information given in the powerpoint and other resources.</p> <p>There are opportunities for extended writing like completing information sheets on online safety.</p>	<p>Computer and tablet operating systems vary a lot now. A computer's OS is different to a tablet. Just because you can use a tablet, does not mean you can operate a PC. Students need to know the difference.</p>
Assessment timeline:		
<ul style="list-style-type: none"> • There is a mini quiz on google forms at the end of each topic within the unit. • A 'mega quiz' assessment will be conducted at the end of the unit / term. • Discussions, tests at the end of each lesson will inform teaching. • Quizzes also assess any prior knowledge a student may have. • Google forms quizzes will be used for low stakes testing with immediate feedback on which answers were incorrect / correct. • EDSM criteria available for each lesson so students can measure their progress each lesson against these. Models put together by teacher in folders on public area and lesson powerpoints give step by step instructions and some lessons have extra help guides available. • Assessment scores will be converted into end of unit percentages. A spreadsheet will be generated for every single student and every single answer they gave so I can see which questions / topics they have struggled with and take that into the next unit / recap. 		

Home learning

HMK focusses on PiXL unlock sheets and literacy tasks. One HMK is given per term in KS3 for IT.

Quizzes are self-marking / give students instant feedback.

Further reading:

- ThinkUKnow website (Esafety)
- BBC Bitesize/KS3 / ICT /Databases

Feedback

In KS3, marking is via self-marking google quizzes. Students will have at least two of these per unit. (Mid unit and end of unit)

Feedback for HMK is given via google classrooms. There is one HMK per term.

Class discussions used regularly. Online Quizzes. Test buddy feedback (peer assessment) used in class with criteria.

Length of unit (duration indicated in lessons)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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Unit: The Basics (Term 1 of Year 7)