







## Early Years

**Common Skill: Pupils should be encouraged to talk about ICT in the wider world and use ICT appropriately in their play**

 <b>Creating and Presenting Information and Ideas</b>	 <b>Finding and Developing Information and Ideas</b>	 <b>Generic</b>
Talk about ICT in the wider world & use ICT play equipment appropriately in role play situations	Use a simulation program to complete simple tasks	Name different parts of the computer and peripherals
Respond orally to a range of stimuli including media & ICT texts	Use the mouse or IWB to move objects on screen for a purpose	Develop fine motor skills using the mouse
Aware that ICT can be used to present words, text, pictures and numbers	Use ICT to sort and sequence objects on a screen	Demonstrate an interest in ICT
Move words, numbers, letters or pictures on screen for a selected task	Aware that CD ROMs and the Internet are sources of activities & information	Show perseverance to complete tasks on the computer
Use a Paint package for Mark Making	Use a simple graphing/pictogram program to develop counting and numeracy skills	Share equipment and take turns
Produce a piece of emergent writing	Talk about how ICT devices in “everyday” situations give us information	
Recognise single letters or numbers on a keyboard	Understand that machines can be controlled	
Begin to understand that specific keys on a computer keyboard make something happen, such as Space Bar	Know that a robotic toy can be controlled	
Begin to understand that text and images on a computer can be printed	Direct a robotic toy to complete a simple task	
Begin to use a digital camera to capture images		
Create a simple picture, changing brush size and colour		
Begin to use simple devices to record and play sounds		
Use a sequence of pictures to create a simple musical composition		




# Year 1

**Common Skill: Pupils should be encouraged to develop keyboard skills.**

 <b>Creating and Presenting Information and Ideas</b>	 <b>Finding and Developing Information and Ideas</b>	 <b>Generic</b>
Talk about ICT in the wider world & use ICT play equipment appropriately in role play situations	Talk about & compare a simple adventure/simulation program based on fantasy or real life situations with reality	Demonstrate an interest in ICT
Begin to understand that their work can be Saved, & Retrieved on a computer	Explore a simple adventure program or complete tasks in a simulation	Sustain concentration for an appropriate length of time when using a computer program
Know that word, images and numbers can be displayed in a variety of sizes and give us different information	Know that computers store information and begin to find information from a variety of sources	Show perseverance to complete tasks on the computer
Aware that Font size and colour can be changed and begins to change size and colour of Font	Use a pictogram to find information and talk about what the pictogram shows	Share equipment and work with others on a task
Use the Shift key to create a capital letter	Make a simple pictogram	Understand that ICT equipment should be looked after and treated with care
Use the Space bar, Enter and Backspace keys	Enter data into a pre-prepared database and use information stored to answer simple questions	Aware of basic safety rules when working with ICT equipment
Choose words or numbers from a word bank to write sentences	Make a graph and interpret the data	
Print their work	Know that objects can be labelled, grouped and sorted	
Move images around the screen	Understand the concept of key words to classify and sort	
Use a variety of devices to record sounds with some assistance	Understand that machines and devices can be controlled	
Create a simple musical composition using a sequence or pattern on a computer	Make a robotic toy move through a sequence of step by step instructions	
Use basic tools to create simple pictures and patterns	Begin to predict and test programmable toy journeys	
Know how to use the Undo tool to correct mistakes or try things out	Share experiences and show others the basic functions of a programmable toy	
Can use the Flood Fill tool as part of their picture		
Can combine images created with written text		
Can combine image stamps and drawn images		
Can use the Shape tool and vary the thickness of lines		




## Year 2

**Common Skill: Pupils should be able to save & retrieve work with assistance.**

 <b>Creating and Presenting Information and Ideas</b>	 <b>Finding and Developing Information and Ideas</b>	 <b>Generic</b>
Talk about ICT in the wider world & use ICT play equipment appropriately in role play situations	Save and retrieve work with assistance	Demonstrate an interest in ICT
Save and Retrieve work with assistance	Navigate through an adventure/simulation and make decisions to solve problems & complete a variety of tasks	Demonstrate perseverance to complete tasks on the computer
Use the computer to write simple sentences including full stops and the Shift key for Capital letters	Make predictions in an adventure program and understand that decisions made will make something happen	Work collaboratively to solve problems and talk about their decisions
Use images to enhance text	Know that CD ROMs, Computers and the Internet hold large amounts of information	Talk about work and share ideas with others
Use sound to enhance text	Use menus to find information from appropriate resources	Demonstrate confidence in making independent choices when using ICT resources
Change the font size, colour & style of text	Complete a data capture sheet	Take care of ICT equipment
Use the Enter key to position the text cursor	Transfer data into a prepared database	Share & work with others using ICT equipment
Add and delete words to edit text	Interrogate a database using a simple search	Aware of basic safety rules when using ICT equipment
Print their work	Plot and interpret graphs	
Know that the computer can be used to send and receive messages	Pre-plan a journey for a robotic toy	
Send an e-greeting	Amend a sequence of instructions	
Create a musical composition using a sequence or pattern	Use direct commands to move a turtle or simulated robotic toy around a screen	
Evaluate musical compositions and make changes		
Use a variety of devices to record sounds.		
Present or perform their tune to others		
Combine shape tools & Flood fill in a graphic package to create patterns		
Use an increasing range of tools and effects to develop and refine pictures		
Take pictures with a digital camera		




## Year 3

**Common Skill: Pupils should be able to Save & Retrieve work independently.**

 Create and Communicate Information	 Find and Analyse Information	 Media
Plan their work and Save, Edit & Retrieve independently	Navigate a specific website using a web browser	Plan their work and Save, Edit & Retrieve independently
Insert & move images and text	Begin to understand that information stored on websites may not be accurate	Record sounds and play them back
Evaluate a variety of text styles	Use a Favourites list set up by the teacher	Locate sound files from a variety of sources to use in their work
Edit text- alter font size, colour and style	Enter a URL (web address) into a browser	Create and evaluate musical compositions
Able to use a bank of images set up by the teacher	Search for images using a safe stock image site	Manipulate sounds and evaluate the changes
Re-size images in a document	Use the History function in a browser	Use a digital camera to capture images
Begin to use Cut, Copy and Paste	Know how to remain safe online	Use captured images within other software applications
Use a spell checker	Plan their work and Save, Edit & Retrieve independently	Use still images to produce a simple video
Know different ways of communicating and that messages can be sent over distances	Collect appropriate information using a data-capture sheet	
Send and Receive e-mails	Input accurate data into a prepared Database	
Know the importance of e-mail addresses being accurate	Add/remove records	
Know how to use e-mail safely	Plot and interpret a simple chart/graph	
	Interrogate the database using Simple questions	
	Sort fields in a database	
	Move a turtle around a screen using direct commands for a given purpose	
	Use Repeat commands to create a simple procedure to draw shapes	
	Understand the effects of changing variables such as length and angles	
	Save and edit procedures	




## Year 4

**Common Skill: Pupils should be able to Cut, Copy & Paste and begin to use Repeat functions.**

 Create and Communicate Information	 Find and Analyse Information	 Media
Plan, create, Edit, Save & Retrieve work independently	Plan, create, Edit, Save & Retrieve work independently	Plan, create, Edit, Save & Retrieve work independently
Discuss different ways in which information can be communicated	Know that information stored on websites may not be accurate	Know that ICT can be used to develop images on screen
Create and respond to an e-mail using the address book, understanding the importance of e-mail addresses being accurate	Begin to use a moderated search engine to locate information to use in their work	Use the Select tool in a Graphics package to create stamps and repeat patterns
Create and respond to an e-mail using attachments	Know how to remain safe online	Use 'Save as' to keep drafts of work
Understand that different file types can be sent as attachments	Know how to create a series of yes or no questions to identify objects	Create patterns in a Graphics package using a variety of Tools and Effects
Use the Inbox, Sent Items, Outbox and Delete folders	Develop a tree diagram to investigate a set of questions	Review and Edit graphic work and discuss the ways ICT enables changes to be made
Can send a picture or file as an attachment	Use a branching database to sort information to find answers to questions	Use a digital camera effectively, becoming more aware of the camera features
Understand that different file types can be sent as attachments	Develop a branching database by Adding and Removing objects and editing questions	Make photographic compositions in a variety of styles
Know how to use e-mail safely	Understand the need for accuracy when entering data into a database	Transfer images from the camera to computer
Use Copy, Paste and Repeat techniques in their work	Input data into a prepared spreadsheet from surveys	Edit photos using software
Justify Text to centre headings	Use the Summation tool in a spreadsheet	Evaluate and use photos to enhance their work
Edit and revise their work	Use the data to plot and interpret a variety of graphs	
Use images to illustrate their work	Understand that spreadsheets work on patterns and relationships	
Rotate, Group and overlap images on the page	Create a spreadsheet containing simple formulae and use the Fill function to replicate cells and formulae	
Begin to consider appropriate choice of layout and styles	Interrogate and analyse the data and/or the effect of changing the data	
Hyperlink pages together	Write about their investigation using graphs to illustrate their work	




## Year 5

**Common Skill: Pupils should consider layout & presentation in all aspects of ICT work.**

 Create and Communicate Information	 Find and Analyse Information	 Media
Plan, Revise & Resave work independently	Select relevant information from a range of given sources including the Internet	Plan, Save, Retrieve, and Edit Work independently
Insert & manipulate images within a document considering layout and purpose	Enter & check the validity of data in a database	Use a digital camera/webcam to capture images required for a project
Use Higher and Lower settings & Group objects to generate the best layout for presenting text and images	Interrogate a database using complex search techniques that include AND, OR, NOT, < > operators	Understand that the features of a digital camera can enhance images
Create templates using Text Frames and Text Flows	Plot graphs and use tables to analyse findings within a database	Use a sound recording device to capture sounds or narrations
Make appropriate use of layout and text alignment tools to accurately present information	Sort on more than one field	Select appropriate captured images, sounds and narrations to use within a planned project
Create and amend tables	Using created spreadsheets as live models to investigate "what would happen if?"	Create a video or animation that includes captured and other appropriate resources such as music
Use tools that enhance layout such as water-marks, borders, and appropriate effects	Create Spreadsheets that include a variety of formula and cell formats, such as money and decimal places	Discuss and compare film for effect on audience
Create hyperlinks	Sort, order and copy formulae across a range of cells	Explain choice of clips, effects and structure in resources they have created
Analyse, discuss & evaluate a variety of media/texts/genres	Understand that changing the data in a spreadsheet changes the graph displayed	Plan & work collaboratively on a group project or task
Compare & evaluate the use of ICT with traditional methods	Explore patterns using a screen turtle utilising Procedures and Sub-procedures	
Send e-mails with a variety of attachments that include documents, images or sounds	Make simple predictions about how changing one variable affects another	
Evaluate a number of websites of a similar nature with regard to layout and presentation	Create their own turtle environments	
Know how to remain safe online		

## Year 6

**Common Skill: Pupils should be able to make choices and present their work for a specific purpose bearing in mind the intended audience.**

 <b>Create and Communicate Information</b>	 <b>Find and Analyse Information</b>	 <b>Media</b>
Consider & evaluate how ICT is used in the wider world and use this knowledge to plan work	Search for and select information from a range of ICT and non-ICT sources	Plan a media project including techniques such as storyboarding
Make judgments and choices on the most appropriate software/ hardware to use for a given purpose	Use a moderated, safe search engine to obtain relevant information from the Internet	Choose and use appropriate ICT equipment to capture sounds, music, narration, images and/or video
Recognise the features of good page design and layout & use techniques & tools to structure their work	Check searched information for relevance, plausibility and accuracy	Understand that features of ICT equipment can enhance the quality of resources captured
Work collaboratively to research, plan, modify and organise information for a given audience	Know how to remain safe online	Use captured resources for developing a multimedia presentation
Understand that a presentation conveys meaning and refine work for an intended audience	Plan, design and evaluate a data collection sheet understanding that information is stored within a database using a variety of Field types	Understand that images combined with appropriate music can convey a powerful message
Plan, create and evaluate Presentations that include, text, images, sound, narration or music	Produce and enter information into a database checking for accuracy	Create a presentation with title, images, and sound that creates an appropriate mood and conveys meaning
Plan, design and create Electronic books or web pages containing a range of hyperlinks	Construct appropriate questions and choose which search techniques to use to interrogate a database	Plan & use a digital video camera and edit to combine with text, sound and music to create a story
Create and use images for a specific purpose	Understand the difference between a database and a spreadsheet	Add titles and transitions, to the video
Begin to understand the importance of file size and type depending on purpose	Investigate ready made spreadsheet models containing a complex range of formula and asking questions of the nature, "what would happen if?"	Evaluate & refine work giving consideration to intended audience
Use ICT to communicate electronically with a range of audiences	Create spreadsheets that include a variety of formulae & use the spreadsheet as a live model for further investigation	
Compare & evaluate the use of ICT with traditional methods	Use spreadsheet functions such as average, maximum and minimum	
	Plot a variety of graph types to illustrate specific data within the spreadsheet	
	Draw conclusions from their analysis and present their findings	