Recording Sheet
Year 6

Pupil Name:	Create and Communicate Information										
	Can consider & evaluate how ICT is used in the wider world and use this knowledge to plan work	Can make judgments and choices on the most appropriate software/ hardware to use for a given purpose	Can recognise the features of good page design and layout & use techniques & tools to structure their work	Can work collaboratively to research, plan, modify and organise information for a given audience	Understands that a presentation conveys meaning and refine work for an intended audience	Can plan, create and evaluate Presentations that include, text, images, sound, narration or music	Can plan, design and create Electronic books or web pages containing a range of hyperlinks	Can create and use images for a specific purpose	Begins to understand the importance of file size and type depending on purpose	Can use ICT to communicate electronically with a range of audiences	Can compare & evaluate the use of ICT with traditional methods

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

Recording Sheet
Year 6

Find and Analyse Information

Pupil Name:	Can search for and select information from a range of ICT and non-sources	Can use a moderated, safe search engine to obtain relevant information from the Internet	Can check information for relevance, plausibility and accuracy	Knows how to remain safe online	Can plan, design and evaluate a data collection sheet understanding that information can be stored within a database using a variety of Field types	Can produce and enter information in a database checking for accuracy	Can choose which search techniques to use to interrogate a database	Can construct appropriate questions for searching a database & understand the importance of NIL results	Can plot a variety of graphs from a database and select the most suitable type to convey information	Understands the difference between a database and a spreadsheet	Can investigate ready made spreadsheet models containing a complex range of formula and asking questions of the nature, "what would happen if?"	Can create spreadsheets that include a variety of formula & use the spreadsheet as a live model for further investigation	Can use spreadsheet functions such as average, maximum and minimum	Can plot a variety of graph types to illustrate specific data within the spreadsheet	Can draw conclusions from their analysis and present their findings

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

Recording Sheet Year 6

Pupil Name:	Media							
	Can plan a media project including techniques such as storyboarding	Can choose and use appropriate ICT equipment to capture sounds, music, narration, images and/or video	Can use captured resources for developing a multimedia presentation	Understands that images combined with appropriate music can convey a powerful message	Can create a presentation with title, images, and sound that creates an appropriate mood and conveys meaning	Can plan & use a digital video camera and edit to combine with text, sound and music to create a story	Can add titles and transitions, to the video	Can evaluate & refine work giving consideration to intended audience

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