Long Term Overview
KS4 Computing

	Unit Title	Digital Productivity	E--Safety & Digital Productivity PowerPoint	Coding Lego League	Digital Productivity Spreadsheets & Email	Creating media - Video production
Year 10 – Fiji	**Term**	Autumn (a)	Autumn (b)	Spring (a) & (b)	Summer (a)	Summer (b)
	No. Weeks	7 Weeks	8 Weeks	12 Weeks	6 Weeks	6 Weeks
	What We Will Learn	During this term, students will set up their Google accounts. Improve their skills by learning how to navigate and manage files on a computer system, including cloud storage. They will be producing several documents and use a variety of formatting techniques to improve their overall appearance.	Students will understand what E-Safety is and identify ways of staying safe whilst using computers in school and at home. Understand the risks associated with mobile devices and what is meant by the term Cyberbullying. They will know how to avoid/report cyberbullying both inside and outside of school. Students will learn how to create a master slide, whether using a pre-defined template or designing their own. Students will learn how to insert objects like charts, tables, audio, images, and audio. They will also learn how to incorporate transitional and animated effects into their presentations to make them more interesting and appealing to their audience.	The following topics will be covered by students: - Algorithms: They will utilise methods to design, construct, and debug modular programmes. Forecasts outputs using logical reasoning while keeping inputs in mind. Development and programming: Understand and uses if and if, then, and else statements appropriately. A variable and a relational operator are employed to manage loop termination. recognises and employs the distinction between if and if, then, and else statements Stop at an item using estimate. Use the Distance Sensor to detect and respond to an item.	Students will obtain an understanding and knowledge of how to store and modify data in spreadsheets, as well as how to apply basic functions and extract data to create visual representations using charts. Students will use spreadsheets to track and calculate revenue, make projections, and respond to "what if...?" inquiries. Email: - Students will learn how to construct and format e-mail messages using software tools. To store and retrieve contact information, use an address book. determine when and how to reply to email messages Sort and save e-mail messages.	Students will work through this unit, they will be introduced to topic-based language and will learn how to capture, edit, and manipulate video.
	What We Will Do	Students will be expanding on their previous knowledge and abilities in this area, allowing them to operate a computer system competently and confidently at school and at home.	We will be looking at how to use PCs appropriately. What the rules are around social media and how to avoid taking risks when using social media. How to protect your personal information and why it is important to protect your personal information. Students will create a variety of presentations, including informative and instructional, presentations. They learn about the general guidelines we use when creating presentations, such as using different font sizes for headings, subheadings, and the main body of text	Students will be introduced to the world of robotics competitions while learning the principles of building and programming self-driving robots with sensors. They will systematically test and refine programmes, utilising the design process to develop a solution in order to complete missions, all while developing skills related to collaboration and teamwork, as well as life skills for their future careers.	Students will understand the importance of simplifying a spreadsheet by inputting data in a single location and using a range of formulas to calculate numeric data. They will learn to select specific data and display this information using charts/graphs. Email:- Use e-mail software tools and techniques to compose and send messages. Manage incoming e-mail effectively. We will be looking at how to attach documents, include URL's and how to create folders as well as adding a signature and setting an out of office.	Students will investigate the recording capabilities of a digital device. Students will use a storyboard to experiment with various filming techniques, some of which they will eventually apply in their own video production. They will create a storyboard for their video and then film the remaining sections.
	Skills Learned	Students will be using their expertise to establish appropriate file and folder structures for saving their work (on both networked PCs and Google Drive), allowing them to access the rest of the programme. Students will produce a number of documents to communicate information with others. They know why it is important to have strong passwords and explain why.	Students will know what E-Safety is and how to keep safe when using computers at school and at home. They will understand the risks connected with mobile devices and what the word "Cyberbullying" means. Students will understand how to avoid and report cyberbullying both inside and outside of the classroom. Students will be able to create a presentation and apply these skills in a business setting or as part of an interview. They will have learned how to present information and will have enhanced their oracy skills.	Working as a team, successfully collaborating, exploring inductive and deductive thinking, creating ideas, and effectively communicating are all skills that students will use throughout their STEAM journey.	Students will know how to use formatting to make the spreadsheet more legible and to emphasise key facts. To decrease user mistake, utilise data validation. Use conditional formatting methods. Correctly format the cells and choose the best chart to visualise the data. Understand the importance of clear titles and labelling. Email: Students will understand the rules of email etiquette, which will help students when contacting organisations. Students will be able to detect phishing emails know how to report to the relevant people in order to keep themselves and their information safe whilst online.	Students will have the skills and knowledge to shoot a video using a variety of filming techniques, save, retrieve, and export their recording to a computer, make modifications to their movie, and improve the result.

Long Term Overview
KS4 Computing

	Unit Title	Digital Productivity	E-Safety / PowerPoint	Digital Productivity Spreadsheets & Email	Recap of units	Creating media - Video production
	Term	Autumn (a)	Autumn (b)	Spring (a)& (b)	Summer (a)	Summer (b)
	No. Weeks	7 Weeks	8 Weeks	12 Weeks	6 Weeks	6 Weeks
Year 10 – Skye	What We Will Learn	During this term, students will set up their Google accounts. Improve their skills by learning how to navigate and manage files on a computer system, including cloud storage. They will be producing several documents and use a variety of formatting techniques to improve their overall appearance.	Students will understand what E-Safety is and identify ways of staying safe whilst using computers in school and at home. Understand the risks associated with mobile devices and what is meant by the term Cyberbullying. They will know how to avoid/report cyberbullying both inside and outside of school. Students will learn how to create a master slide, whether using a pre-defined template or designing their own. Students will learn how to insert objects like charts, tables, audio, images, and audio. They will also learn how to incorporate transitional and animated effects into their presentations to make them more interesting and appealing to their audience.	Students will obtain an understanding and knowledge of how to store and modify data in spreadsheets, as well as how to apply basic functions and extract data to create visual representations using charts. Students will use spreadsheets to track and calculate revenue, make projections, and respond to "what if...?" inquiries. Email: - Students will learn how to construct and format e-mail messages using software tools. To store and retrieve contact information, use an address book. determine when and how to reply to email messages Sort and save e-mail messages.	Students will be finishing off the Email / spreadsheet unit. We will be learning how to read and understand exam type questions. They will also be learning how to fully answer exam questions through practicing with old exam papers.	Students will work through this unit, they will be introduced to topic-based language and will learn how to capture, edit, and manipulate video.
	What We Will Do	Students will be expanding on their previous knowledge and abilities in this area, allowing them to operate a computer system competently and confidently at school and at home.	We will be looking at how to use PCs appropriately. What the rules are around social media and how to avoid taking risks when using social media. How to protect your personal information and why it is important to protect your personal information. Students will create a variety of presentations, including informative and instructional, presentations. They learn about the general guidelines we use when creating presentations, such as using different font sizes for headings, subheadings, and the main body of text	Students will understand the importance of simplifying a spreadsheet by inputting data in a single location and using a range of formulas to calculate numeric data. They will learn to select specific data and display this information using charts/graphs. Email:- Use e-mail software tools and techniques to compose and send messages. Manage incoming e-mail effectively. We will be looking at how to attach documents, include URL's and how to create folders as well as adding a signature and setting an out of office.	Students will be reviewing all of the topics they have learnt over this term to assess what they have retained and what topics need to be	Students will investigate the recording capabilities of a digital device. Students will use a storyboard to experiment with various filming techniques, some of which they will eventually apply in their own video production. They will create a storyboard for their video and then film the remaining sections.
	Skills Learned	Students will be using their expertise to establish appropriate file and folder structures for saving their work (on both networked PCs and Google Drive), allowing them to access the rest of the programme. Students will produce a number of documents to communicate information with others. They know why it is important to have strong passwords and explain why.	Students will know what E-Safety is and how to keep safe when using computers at school and at home. They will understand the risks connected with mobile devices and what the word "Cyberbullying" means. Students will understand how to avoid and report cyberbullying both inside and outside of the classroom. Students will be able to create a presentation and apply these skills in a business setting or as part of an interview. They will have learned how to present information and will have enhanced their oracy skills.	Students will know how to use formatting to make the spreadsheet more legible and to emphasise key facts. To decrease user mistake, utilise data validation. Use conditional formatting methods. Correctly format the cells and choose the best chart to visualise the data. Understand the importance of clear titles and labelling. Email: Students will understand the rules of email etiquette, which will help students when contacting organisations. Students will be able to detect phishing emails know how to report to the relevant people in order to keep themselves and their information safe whilst online.	Students will have the skills and knowledge of what to expect when they will be at this point in the term of Year 11 will exam preparation.	Students will have the skills and knowledge to shoot a video using a variety of filming techniques, save, retrieve, and export their recording to a computer, make modifications to their movie, and improve the result.

	Unit Title	Digital Productivity	E-Safety / PowerPoint	Modelling Data and Email	Examination Preparation
Year 11 – Upper KS4 and Timor	**Term**	Autumn (a)	Autumn (b)	Spring (a)	Spring (b) & Summer (a)
	No. Weeks	7 Weeks	8 Weeks	6 Weeks	12 Weeks
	What We Will Learn	Students will create their Google accounts throughout this session. They will learn how to browse and manage files on a computer system, including cloud storage, to improve their abilities. They will create a range of documents and use a variety of formatting strategies to improve their overall appearance.	Students will evaluate the online world and their personal internet usage for safety issues, they will learn how to safeguard their online identities and how to establish a positive online reputation and how to safeguard one's data online. Students will learn how to make a master slide, use a pre-defined template, or design their own master slide. Students will learn to insert a range of objects such as charts, tables, audio, images, and audio. They will also learn to add transitional and animated effects to make the presentation more interesting and eye catching to their audience.	Students will obtain an understanding and knowledge of how to store and modify data in spreadsheets, as well as how to apply basic functions and extract data to create visual representations using charts. Students will use spreadsheets to track and calculate revenue, make projections, and respond to "what if...?" inquiries. Email: - Students will learn how to use software tools to create and format e-mail communications. Use an address book to store and retrieve contact information. choose when and how to respond to email messages Organise and preserve e-mail communications.	Students will prepare for their KS4 qualifications during this half term.
	What We Will Do	Students will be expanding existing knowledge and skills and learning, designing documents for a business and learn how and why organisations use branded guidelines.	Students will learn how to spot false news and other types of deception. They will consider how data can be taken and understand the concepts of phishing and malware. Students will be creating a range of several types of presentations for example informative and Instructional. Students will learn about the general standards we use when constructing presentations, such as choosing different font sizes for headers, subheadings, and the main body of content and have a clear understanding of legal and local constraints.	Students will understand the importance of simplifying a spreadsheet by inputting data in a single location and using a range of formulas to calculate numeric data. We will be selecting specific data and display this information using charts/graphs. Email: - To write and send messages, use e-mail software tools and procedures. Effectively manage incoming e-mail. We will look at how to attach documents, include URLs, create folders, add a signature, and set an out of office time.	
	Skills Learned	Students will have learnt how to create several types of business documents by using a range of applications. They will be confident in using a computer system competently at school, home and in employment	Understand know how technological advancements influence safety, including new ways to safeguard their online privacy and identity, as well as how to report a variety of issues. Students will have the skills and knowledge to create a presentation and use these skills in a business environment or as part of interview. They will have learnt to present information as well as also improve their oracy skills.	Students will know how to use formatting to make the spreadsheet more legible and to emphasise key facts. Correctly format the cells and choose the best chart to visualise the data. Understand the importance of clear titles and labelling. These skills will help student to use spreadsheets to manage their money and budget by knowing how to log their income and expenditure in adulthood. Email: Students will learn the standards of email etiquette, which will be useful when contacting companies. Students will be able to recognise phishing emails and report them to the appropriate individuals in order to keep themselves and their information secure when online.	