Elm Court School

ICT Curriculum Overview 2023-2024

At Elm Court School the ICT curriculum supports pupils in developing the practical ICT skills that are used in everyday life and the world of work. Pupils complete a range of tasks that simulate how ICT is used in business: they will learn about computer security, online safety, how to layout documents, how to handle data, and how to use electronic mail. They will also learn how to evaluate information from different sources, understand copyright issues, and make assessments of businesses online.

Pupils usually complete a formal assessment each term, as well as a regular assessment of their work on an ongoing basis. The results of these assessments will be used to determine which exams pupils will be entered for. The qualifications which pupils may work toward are Entry Levels 3, followed by Functional Skills Levels 1 and 2. Pupils will be entered for exams at the time that is right for them on their personal learning journey.

Year 7	Year 8	Year 9
All pupils in Year 7 have one ICT lesson per week. They follow a course to prepare them for the Edexcel Functional Skills ICT series of exams.	All pupils in Year 8 have one ICT lesson per week. They continue with a course that has the aim of preparing them for the Edexcel Functional Skills ICT series of exams.	All pupils in Year 9 have one ICT lesson per week. They continue with a course that has the aim of preparing them for the Edexcel Functional Skills ICT series of exams.
The course covers: -	The course covers: -	The course covers: -
Computer Security	**Computer Security**	**Online Safety**
• Physical Safety, Seating, and Lighting • Logging on and Passwords	• Physical environment • Importance of computer security	• Validating online information • Assessing online information • Financial Safety
Online Safety	**Online Safety**	
• Online Hazards • Searching for information	• Searching for information • Viruses and Malware • Other online hazards	**The File System** • Folder structures • Managing files
The File System		
• Files and Folders • Creating, moving, and deleting files	**The File System** • Maintaining Files and Folders	**Software choices** • Analysing tasks • More software
Word Processing	**Software choices** • Analysing tasks • Choosing appropriate software	**Word Processing**
• Creating documents • Formatting text • Formatting images • Printing		• Creating documents • Layouts • Formatting text • Formatting images
	Word Processing	

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Graphics
- Creating and manipulating images

Email
- Sending and receiving electronic messages

- Editing documents
- Layouts of different document styles
- Formatting text
- Formatting images

Spreadsheets
- Cells and addresses
- Formatting
- Basic mathematical functions

Graphics
- Selecting and manipulating images
- Pen styles
- Background styles
- Shapes

Email
- Netiquette
- Sending and receiving electronic messages
- Attachments

- Printing

Document Layout (Desktop Publishing)
- Layers
- Text Boxes
- Manipulating images

Spreadsheets
- More mathematical functions
- Aggregate functions
- Financial terminology

Email
- More email commands
- Attachments

Year 10	Year 11	Sixth Form
Pupils in Year 10 study ICT as an option. Pupils develop the knowledge they gained in KS3 and work towards gaining Function Skills – Entry Level 3. The Entry Level qualifications are project-based, with work assessed internally and then the qualification is externally validated by the exam board. **Understand the use of the Internet in an organisation.** - Understand why organisations use digital products and services	Pupils in Year 11 study ICT as an option. Pupils develop the knowledge they gained in KS3 and work towards gaining Functional Skills Level 1. The Level 1 exams are currently taken under examination conditions and are externally marked, but the course will be moving to a project-based one with a portfolio evidenced in September 2024. Level 1 includes complex spreadsheet functions, data tables, and charting.	Pupils in the Sixth Form study ICT as an option. Pupils expand on the knowledge they gained in KS4 and work towards gaining Functional Skills Level 2. The Level 2 exams are currently taken under examination conditions and are externally marked, but the course will be moving to a project-based one with a portfolio evidenced in September 2024.

- Use online technology for a work-related task
- Present findings in an appropriate format

Use online technology for a work-related task
- Project: create a digital media product

Recognise software applications that are used in the workplace.
- Be aware of:
  - different software applications used for different purposes
  - different types of information
  - know how to use software to aid in completing tasks

Use a work-based software application
- Collect and handle data
- Project: Share and present information

Using ICT
- Identify the requirements of the task.
- Interact with and use ICT systems to meet the requirements
- Manage information storage.
- Understand the need for safety and security practices.

Finding and selecting information
- Use search techniques to locate relevant information.
- Select information from a variety of sources.

Developing presenting and communicating information
- Enter, develop, and refine information using appropriate software.
- Carry out straightforward data-handling tasks.
- Use communications software.
- Combine information within a publication for an audience and purpose.
- Evaluate own use of ICT tools.

Level 2 also includes elements of database design, and introduces the fundamental concepts of computer programming.

Using ICT
- Plan solutions to complex tasks in stages.
- Use ICT systems safely and securely for complex tasks in unfamiliar contexts.
- Manage information storage to enable efficient retrieval.

Finding and selecting information
- Use search techniques to locate and select relevant information.
- Select information from a variety of sources.

Developing presenting and communicating information
- Enter, develop, and refine information for a complex task.
- Carry out a complex data-handling task
- Use communications software to meet the requirements of a complex task
- Combine and present information in ways that are fit for purpose and audience.
- Evaluate the selection, use, and effectiveness of ICT tools and facilities.

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How you can support your child in ICT:

If you have access to a computer at home, encourage your child to use it for more than just gaming or watching videos: they can make cards and pictures, keep lists, do research for homework, and use it to keep in touch with friends and family. Contact us for more ideas, and for templates of specific documents.

Please contact the ICT department if you feel your child is struggling, needs a greater challenge, or just needs more information. Emails can be sent to: admin@elmcourt.lambeth.sch.uk.