

Things you already know:

- To know that computers can be used to communicate in different ways. Children maybe familiar with apps from parent's devices used to contact relatives and friends.
- To be familiar with letter writing formats such as 'Dear... ' and 'From,...'

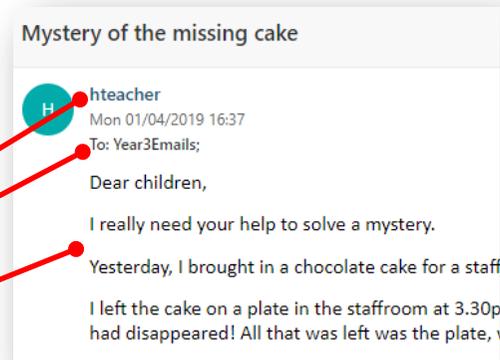
Knowledge you will gain:

- Know that email systems use a username and password. Understand that this is important for security reasons such as other people accessing your email and sending emails as if they were you.
- Know the format that email messages take including email address, subject and message.
- To know that emails can include attachments and that these can potentially be harmful to your computer.
- To know what a virus is and the different effects these can have.
- To know the format of an email address and that this is as unique as a telephone number and must be entered with care to ensure it gets to the right person.
- To know that information can be gathered in a spreadsheet to allow easy sorting and grouping of data.

Sender of the message

Who it is to

Message including greeting, message and sign off.



Vocabulary

Attachment: A file sent with an email. This might be a picture, text file or even a virus!

Email: Electronic message sent from one electronic device to another. Messages are sent from an email address to another email address.

Subject line: a title for the email message indicating what the message is about.

Virus: A file that can be passed from computer to computer often causing a harmful effect.

Specific skills/understanding

Children will have experience of using collaborative online tools in order to collate drafts of emails that can be sent from the whole class. They will understand the responsibility of working in online spaces and of sending emails.

Ongoing skill set

Double clicking to launch programs. Careful typing of key data such as email addresses and login details to the computer.