Prior Learning: In Year 2 pupils will have learnt how to open an email program, how important the accuracy of the address is, how to use @, how to write short emails, how to add an attachment and how to open and reply to a message as well as how to be respectful when sending emails and not disclose personal information. In Year 3, children we learn to understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration. Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.

Key Computing Knowledge:

- Know how to log into emails, open emails, create emails and reply to emails.
- Know the meaning of email fields including; subject, email address, BCC and CC.
- Are able to use format functions to change the appearance of the email message.
- Know how to use email safely and responsibly.
- Are able to decide whether an email should be opened, replied to or deleted.
- Know the nature of 'spam' emails and how to manage these using a spam/junk folder.
- Be able to use newly learnt skills to email a reliable organisation from outside of school.
- Know how to attach files such as photographs and documents to emails.
- Know how to download files such as photographs and documents from emails.
- Be able to take part in group emails by 'replying all' and know the difference between reply and reply all.

E-Safety Learning Opportunity:

- Protecting your personal email address and understanding when to give this information.
- Recognising 'phishing' emails.
- Understanding of Spam or Junk email folders.

Resources	Key Computing Vocabulary				
• Laptops • Ipads • Microsoft Mails	**Email**	Messages distributed by electronic means from one computer user to one or more recipients via a network	**Subject**	A summary line that recipients see when an email lands in their inbox
	BCC	A copy of an email sent to a person who is not visible to other recipients	**CC**	A copy of an email sent to a person who is visible to other recipients
	Format	The organization, presentation, or appearance of a document	**Spam**	Emails sent in bulk by unknown senders
	Attachment	A computer file sent along with an email	**Junk**	Unwanted or unrequested emails.
	Reply All	To reply to all original recipients of an email	**Download**	To save a file received in an email to your computer

Computing Outcomes	Cross Curricular Links
• Children will send an email to NASA to ask them a question about space • Children will record a 'how to send an email' guide to be placed on seesaw	• **Science** – Earth and Space (emailing NASA) • **English** – Formal and informal structure/language

Linked documents: Class Overview, Computing Whole School Progression document and Class Medium Term Planning.