



Spring 2

Lostwithiel Primary School

Year 2

Information Technology - Email

Computing Knowledge Organiser

Oak Tree Class

Prior Learning: In Year 1 children will have learnt about the internet as a source of information and communication. They will have learnt the importance of adding an accurate email address and how to navigate online content. They will have also learnt how to use word processing packages such as Microsoft Word to type short texts.

Key Computing Knowledge:

- Know how to open an email program.
- Know how to enter an email address with accuracy, and using @, in the address field.
- Know that an email address must be accurate or the message will not be delivered to the right person.
- Are able to write a short email remembering to include a question for response.
- Know how to add an attachment, such as a photograph, using the paperclip icon.
- Are able to send the email from a class account.
- Know how to open and reply to a message received.



E-Safety Learning Opportunity:

- Know that communicating through email must be done respectfully and with kind words.
- Know that online information is not always confidential.
- Know that personnel information such as address, telephone number and passwords should be kept private.
- Know that if I feel unsafe online I must tell a trusted adult.

Resources		Key Computing Vocabulary			
<ul style="list-style-type: none"> • Laptops • Ipad • Microsoft Mails 	email	An electronic message from one computer user to one or more others via a network.	attachment	A file, image or video which is added to an email.	
	address	The details of the place where someone lives or situated.	open	Able to view - not closed.	
	@	The computer symbol for 'at'.	reply	say something in response to something someone has said	
	message	A verbal, written, or recorded communication sent to someone else.			

Computing Outcomes	Cross Curricular Links
Children will compose emails to the National Maritime Museum to thank them for our school trip and ask some further questions about what they learnt.	<p>English - statements, questions and commands.</p> <p>History - To ask and answer questions, choosing and using parts of stories and other sources to show that they know and understand key features of events.</p>

Linked documents: [Class Overview](#), [Computing Whole School Progression document](#) and [Class Medium Term Planning](#).