

FUNCTIONAL ICT SKILLS AT GOSDEN HOUSE

WHAT DO WE BELIEVE IS ESSENTIAL IN THE TEACHING AND LEARNING OF FUNCTIONAL ICT SKILLS FOR OUR GOSDEN LEARNERS?

Through our Functional ICT curriculum at Gosden, we aim to create responsible, independent and capable digital citizens who have a clear understanding of how to use the internet and technology both safely and responsibly. Learners have an understanding and the appropriate strategies to use technology to support them in their learning and in functionally accessing the world around them, using it to break down barriers, to problem solve, to support their learning and them in their progress. We aim to offer a balanced and broad curriculum, which facilitates our learners with the skills, understanding and knowledge to support them to thrive accessing an increasingly digital world. We aspire for our learners to use their learning muscles to develop their Functional ICT skills and be able to apply these across the curriculum and for the future. We intend to equip them with the functional skills they will need to enable them to effectively communicate in the digital world with the knowledge and strategies to succeed in future work places, continued studies and day to day life. We aim for our learners to be digitally literate with increased digital independence and resilience.

HOW DO WE DEVELOP, STRETCH AND NURTURE THE ESSENTIAL FUNCTIONAL SKILLS AND KNOWLEDGE IN ICT?

Our Functional ICT curriculum is designed to be inclusive, engaging, purposeful and accessible to our learners, woven through all areas of the curriculum. We have adapted skills from the Early Years Framework, The National Curriculum and the Steps 4 life adult curriculum to ensure that our program of study is suited to the individual needs of our learners.

We envision our learners will use their learning muscles;

- “Being Brave” through continuously developing their skills by using different programmes and strategies, with an increasingly understanding that mistakes can be edited and technology can support this process.
- “Keep Improving” through editing, amending, debugging and building on their skills and understanding.
- “Learning Together” through collaborative projects
- “Getting Ready” by developing increasing independence when preparing for new skills, choosing appropriate digital tools and programs to support their learning.

Functional ICT skills Key Stage End Points in the learning journey.

The Functional ICT skills curriculum supports the progress of our learners in achieving our purposeful and ambitious ‘End Points’. These identified ‘End Points’ focus on ‘tooling’ up our eventual Gosden Graduates for their future pathways.

	End of EYFS	End of KS1	End of KS2	End of KS3	End of KS4
Key Stage End Point	I am beginning to use basic technology for a purpose.	I can use a variety of familiar technology for an intended purpose.	I can independently access computers and technology for an intended purpose	I can independently and confidently use technology for an intended purpose including creating presentations using words, pictures and pictures I have researched	I can use my ICT skills independently, confidently and functionally in a range of different ways.
Suggested Coverage to achieve endpoint	<p>I can take a photo using an ipad</p> <p>I can open up familiar apps</p> <p>I can turn on and turn off a digital device.</p> <p>I can use a simple program e.g. on the whiteboard</p> <p>I can play with a range of materials to learn cause and effect.</p> <p>I can create content such as a video or story.</p> <p>I can draw a picture on a screen.</p>	<p>I know that information can be retrieved from technology.</p> <p>I can use a simple program to create repeated effects e.g. a game on the IWB</p> <p>I know that I need to think before I ‘click’</p> <p>I can understand that technology can be used for a range of purposes.</p> <p>I can choose an app/website for a purpose e.g camera or photos on an ipad</p>	<p>I can log on and off using my own log in details</p> <p>I can select familiar websites / apps</p> <p>I am gaining some basic touch typing skills</p> <p>I am developing the skills so that I can use pictures and photos to produce straightforward images e.g.crop, insert, rotate</p> <p>I am starting to use appropriate terminology when describing IT systems</p> <p>I understand the need to keep information secure</p> <p>I can use correct procedures to start and shutdown an IT system</p> <p>I am gaining the skills to be able to use word processing software tools to format and present documents.</p> <p>I am gaining the skills so that I can use browser tools to search for information from the internet.</p>	<p>I am developing my touch-typing skills</p> <p>I can use basic imaging software tools to produce straightforward images crop, insert, rotate, paste</p> <p>I am developing the skills so that I can use files and folders so that it is easy to find and retrieve information</p> <p>I can use appropriate terminology when describing IT systems</p> <p>I am developing the skills so that I can create simple databases e.g names and phone numbers</p> <p>I can use word processing software tools to format, uplevel and present documents.</p> <p>I am gaining the skills so that I can use basic presentation software tools to produce straightforward slide presentations</p> <p>I am gaining the skills so that I can use email software tools to compose and send messages.</p> <p>I can use browser tools to search for information from the internet.</p> <p>I can research and select appropriate information to use and determine if it is a safe and</p>	<p>I can use files and folders so that it is easy to find and retrieve information</p> <p>I can enter and edit structured information in a database</p> <p>I can edit and combine text and other information within word processing documents.</p> <p>I can use a range of basic presentation software tools to produce straightforward slide presentations</p> <p>I can use email software tools to compose and send messages.</p> <p>I am continuing to develop my touch-typing skills</p> <p>I can draft, edit and improve my work over time</p> <p>Be able to use browser tools to search for information from the Internet and the world-wide web or an intranet.</p> <p>Be able to stay safe and responsible in a digital world.</p> <p>Be able to find information stored digitally.</p> <p>I can complete a variety of</p>

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				<p>accurate source.</p> <p>I can find, select and retrieve online.</p> <p>I am gaining the skills so that I can complete a digital form.</p>	<p>different digital forms. E.g. job applications, doctor appointment requests form</p> <p>I can use the skills I have developed to send an email.</p> <p>I can save and retrieve from student share.</p>
END OF KEY STAGE LEARNING TASK	Choose favourite from a selection of photos for end of year reports.	Create / type Name label for classroom. Take and choose favourite photos for end of year reports.	Create a slide for Year 6 leavers assembly with photo of best memory.	Create My Future Pathways powerpoint and present at Annual Review Complete at least one independent write on Microsoft Word	Create powerpoint for Year 11 leavers assembly including photos, videos and audio clips Write CV using Microsoft Word OPTIONAL Exam course: Digital Skills

HOW DO WE KNOW OUR ICT LEARNERS ARE ACTUALLY LEARNING? HOW DO OUR LEARNERS KNOW HOW THEY ARE DOING?

Computing is embedded through a variety of engaging and accessible lessons, building on previous learning and focusing on functional use of ICT. Our curriculum is designed to be inclusive, with a focus on accessibility and differentiation to ensure that all learners have equal opportunities to learn and make progress. Learners are given the opportunity to use a range of technological devices, including iPads, laptops, and interactive whiteboards, to enhance their learning experience. Learners have opportunities to use devices for both Computing sessions and enrichments, and as part of cross-curricular learning. Learners are given feedback and next steps in their learning to develop their skills and use a variety of self-assessment methods. Learners also receive a score and words per minute for their touch typing progress.

THROUGH ICT HOW WILL OUR GOSDEN GRADUATE BENEFIT FROM THEIR SKILLS AND KNOWLEDGE IN THE FUTURE ?

Our ICT curriculum has a positive impact on learners' outcomes, improving their digital literacy and equipping them with the knowledge and skills they need to thrive in the ever increasingly digital world. Learners have a clear understanding of online safety and how to use technology responsibly, which will help to keep them safe in the future this is predominantly covered through the PSHE curriculum. Our Gosden graduates will have developed their functional ICT skills as part of their learning toolkit and they can confidently use a range of programs and websites which they will need in their daily lives. Our learners will overcome barriers to recording and responding by developing their touch typing skills so that this is fluid and functional. Our learners understand how computers and IT

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can be used to enhance their lives and how it can be used to overcome barriers. Our learners will be responsible digital citizens who are able to use the skills they have learnt to support them in the world of work and further study.



I have functional ICT skills which will help me with my future study and work.



I know how to keep myself safe online and how to be a responsible digital citizen.



I know how to use ICT in my everyday life and how it can help me overcome barriers.



I know what to do if I am worried about something I have seen online.