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|  |  **S1 Broad General Education Plan – Breadth, Depth, Challenge and Skills**  |
| August-October | October – December | January – Feb | Feb – May |
| **Learning and Teaching Focus: (Es and Os)**Digital Literacy Skills – pupils will be using essential apps for home learning including Glow, Teams, email, OneDrive, OneNote. | **Learning and Teaching Focus (Es and Os)**Word Processing – pupils will learn about typing skills and features and functions of Microsoft Word. | **Learning and Teaching Focus (Es and Os)**Spreadsheets – pupils will use Microsoft Excel to perform calculations and create charts. | **Learning and Teaching Focus (Es and Os)**Hour of Code – every year our BGE pupils take place in an hour of code challenge on code.org to mark Computing Science Week | **Learning and Teaching Focus (Es and Os)**Christmas ICT – pupils will participate in a Christmas themed ICT activity, making cards in Publisher and completing Cyber Advent Calendar | **Learning and Teaching Focus (Es and Os)**Business – pupils will learn about ethical business practices | **Learning and Teaching Focus (Es and Os)**Internet Safety – pupils will look in to the positives and negatives of being online and create a presentation of their findings. | **Learning and Teaching Focus (Es and Os)**Scratch – pupils will learn how computers operate and create games using Scratch. | **Learning and Teaching Focus (Es and Os)**Databases – pupils will learn how to store records and search for information using Microsoft Access.  |
| **Assessment Approach and evidence gathered:**Class discussions and teacher observation of tasks.Pupils will store finished documents on a drive (school or OneDrive).Email assessment tasks will be recorded on GLOW. | **Assessment Approach and evidence gathered:**End of unit class test – to be completed on a computer, printed and stored in a portfolio.  | **Assessment Approach and evidence gathered:**End of unit class test – to be completed on a computer, printed and stored in a portfolio.  | **Assessment Approach and evidence gathered:**Class discussions and teacher observation of tasks.Pupil completion of series of online lessons. Results will be shared with class teacher.  | **Assessment Approach and evidence gathered:**Class discussions and teacher observation of tasks.Pupil completion of series of online lessons. Results will be shared with class teacher. | **Assessment Approach and evidence gathered:**Class discussions and teacher observation of tasks.End of unit class test – to be completed on paper and stored in a portfolio. | **Assessment Approach and evidence gathered:**Class discussions and teacher observation of tasks.Pupil self-assessment will be recorded on a GLOW form. | **Assessment Approach and evidence gathered:**Class discussions and teacher observation of tasks.Pupil completion of series of online lessons. Progress will be saved shared with class teacher. | **Assessment Approach and evidence gathered:**End of unit class test – to be completed on a computer, printed and stored in a portfolio. . |
| **Key Skills: Literacy/Numeracy/ HB/Digital Literacy****Literacy**– read and interpret relevant information to create documents in a professional way.**Digital Literacy** – use of Glow, Teams and e-mail appropriately. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – present communication in an appropriate order. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – read and interpret relevant information to present this in an appropriate manner.**Digital Literacy** – use Microsoft Excel to perform calculations and create charts. **Numeracy** – use formulas in Excel to make calculations. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – understand that order of instructions is important. **Digital literacy** – use of an online platform (Hour of Code) to break down and solve complex problems.  | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – read a design brief and create appropriate Christmas products.**Digital literacy** – use the internet to research and select appropriate information. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – note taking from appropriate sources to help understand how areas of a business work.**Digital literacy** – use the internet to research and select appropriate information.**HWB** – understand the need for good business ethics (eg being environmentally friendly by doing things such as recycling) | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Digital literacy** – use the internet to research and select appropriate information.**HWB** –  | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – understand that order of instructions is important. **Digital literacy** – use of an online platform (Scratch) to design and implement code to a given brief. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – read and interpret relevant information to present this in an appropriate manner.**Digital Literacy** – use Microsoft Access to perform store records of data.  |
| **Skills for learning, work and life****Enterprise and employability** – learning skills that are key for the world of work and later life, such as organisation.**Personal learning planning** – creating a variety of business documents.**Career management** – the ability to communicate with others via email and manage time effectively by using an e-diary. | **Skills for learning, work and life****Enterprise and employability** – learning skills that are key for the world of work and later life.**Physical co-ordination and movement** – muscle memory learned from touch typing. | **Skills for learning, work and life****Enterprise and employability** – learning skills that are key for the world of work and later life. | **Skills for learning, work and life****Enterprise and employability** – learning communication skills that are key for the world of work and later life.**Leadership/working with others –** assigning team roles and working as part of a team to create Christmas related products. | **Skills for learning, work and life****Enterprise and employability** – learning skills that are key for the world of work and later life.**Leadership/working with others –** assigning team roles and working as part of a team to create Christmas related products. | **Skills for learning, work and life****Enterprise and employability** – learning communication skills that are key for the world of work and later life.**Career management and personal learning planning** – understanding each department of a business and the potential career paths available. | **Skills for learning, work and life****Enterprise and employability** – learning communication skills that are key for the world of work and later life. | **Skills for learning, work and life****Enterprise and employability** – learning communication skills that are key for the world of work and later life.**Leadership/working with others –** assigning team roles and working as part of a team to create a food-based product in HE. | **Skills for learning, work and life****Career management and personal learning planning** – understanding each department of a business and the potential career paths available. |

**Home-learning is usually set once per topic on Teams**

**Pupils are also encouraged to make use of online sites and resources used in class such as iDEA, Scratch, typingTest.com**