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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 Refresh –pupils will be refresh essential apps for home learning including Glow, email, Teams, OneDrive, OneNote. . | **Learning and Teaching Focus (Es and Os)**Admin & IT Unit – pupil will take on the role of an Admin Assistant in an organisation, using word, excel and PowerPoint to perform business related tasks. | **Learning and Teaching Focus (Es and Os)**Creating Websites - pupils will code their own websites using HTML. | **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 what it means to be an Entrepreneur and research some famous Entrepreneurs and their businesses.  | **Learning and Teaching Focus (Es and Os)**Choices lesson – pupils will learn about he different jobs related to Administration, Business and Computing that they could do in the future. | **Learning and Teaching Focus (Es and Os)**iDEA Badges – pupils will complete a series of online lessons, working towards Bronze Level certification in The Inspiring Digital Enterprise Award (iDEA).  |
| **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:**Pupil completion of series of online lessons. Progress will be saved shared with class teacher. |
| **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.**Digital Literacy** – produce business documents using appropriate software. **Numeracy** – use formulas in Excel to make calculations. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy** – read and interpret relevant information to present this in an appropriate manner.**Digital Literacy** – produce business documents using appropriate software.  | **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. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Literacy/Digital literacy** – use the internet to research and select appropriate information. | **Key Skills: Literacy/Numeracy/ HWB/Digital Literacy****Digital literacy** – use of an online platform (iDEA) to access learning platform. |
| **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. |

**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**