All Saints CE Primary School and Nursery
Medium Term Planning

Class teacher: Faye Cooke Year group: 3 Term: Spring 2   Subject: Computing – Email

Lesson	Learning Goal (L.G.)	Brief outline of lesson content (or where this can be found/unit found in, if for example it is a published scheme such as Science, Kapow French or Music, Purple Mash computing)	Key Vocabulary covered
1	Think about different methods of communication	Purple Mash – Email Unit - Lesson 1 Children can list a range of different ways to communicate. Children can use 2Connect to highlight the strengths and weaknesses of each method. Extension: Children can order the various types of communication that have been used through history.	Communication, post, email, text, fax, write, phone, morse code, semaphore, methos, strengths, weakness
2	Open and respond to an email and use an address book	Purple Mash – Email Unit - Lesson 2 Children can open an email and respond to it. Children have sent emails to other children in the class. Extension: Children can use the search option in the address book to find a classmate when sending an email.	Email, respond, open, address book, search,
3	Learn how to use email safely –(part 1)	Purple Mash – Email Unit - Lesson 3 Children have written rules about how to stay safe using email. Children have contributed to classmates' rules. Extension: Children understand the importance of draft.	Safe, rules, importance
4	Learn how to use email safely – (part 2)	Purple Mash – Email Unit - Lesson 4 Children have created a quiz about email safety which explores scenarios that they could come across in the future. Extension: Children create title screens for their quizzes explaining what the quiz is about, and how to play it.	
5	Add an attachment to an email	Purple Mash – Email Unit - Lesson 5 Children can attach work to an email. Children know what CC means and how to use it.	Attach, attachment, CC – Carbon Copy,

| 6 | Explore a simulated email scenario | Purple Mash – Email Unit - Lesson 6
Children can read and respond to a series of email communications.
Children can attach files appropriately and use email communication to explore ideas.
Extension: Children know why the terms CC and BCC are used
Children understand when to use CC or BCC | Scenario, attach, communicate, respond, appropriately, BCC – Blind Carbon Copy |