



ICT Non-negotiables – Reception to Year 2
(Basic ICT Skills)

Reception	Year 1	Year 2
<ul style="list-style-type: none"> • Explore multimedia programme. • Begin to record text and images (with support). • Sort and match objects in onscreen games. • Capture images with a camera. • Begin to record sounds (with appropriate hardware). • Use programmable remote control toys: understand forward/backwards. • Talk about online safety. • Log onto the school system. • Begin to understand how to use a mouse. • Understand the difference between left and right click using a mouse. • Be able to double click to select. 	<ul style="list-style-type: none"> • Access and use a word or picture bank. • Word process simple text. • Collect basic data in a chart. • Create a pictogram and answer simple questions (2Simple package). • Create a simple series of instructions: understand 'left' and 'right'. • Use forward and back when navigating a web site. • Follow safety rules on the web. • Develop keyboard skills such as:- delete, shift, enter, space bar. • Understand the vocabulary – desktop, icon. 	<ul style="list-style-type: none"> • Create pictures • Predict outcomes of set of instructions when using control. • Create simple series of instructions: using right angle turns and simple repeats. Test and amend a series of instructions. • To understand what a hyperlink is and open to redirect to a different website. • Understand the importance of keeping passwords safe and secret. • Begin to research and answer own and other's questions. • Begin to understand what a spreadsheet is and how it can be used.



ICT Non-Negotiables – Year 3 to Year 6
(Basic ICT Skills)

Year 3	Year 4	Year 5	Year 6
<ul style="list-style-type: none"> • Combine text, images and sounds. • Input data into database; generate graphs and charts. • Use pictograms to answer questions. • Use email. • Understand how to keep safe when using email. • Perform web searches. • Understand the safety of personal information. • Begin to understand when to use the different Microsoft packages. 	<ul style="list-style-type: none"> • Create text, images and sounds for specific audience (capturing images from range of sources) and use in a presentation. • Make a branching database. • Create questionnaire: record, analyse data and answer questions. • Use spreadsheets (linked to maths). • Make and edit a simple film; including title scenes. • Draw regular shapes using control technology: using range of angle turns. • Select relevant information from websites. • Open, edit and send email attachments. • Add attachments to email. 	<ul style="list-style-type: none"> • Experiment with variables to control models and simulations: use 90° and 45° turns. • Plan and devise multi-modal texts containing hyperlinks. • Create a formula in a spreadsheet. • Develop animation skills: scripting, recording and editing sound, using narration and dialogue. • Edit short films and evaluate quality. • Compare bias and accuracy on web. • Present to an audience drawing materials from a range of sources. 	<ul style="list-style-type: none"> • Create presentations with range of links, images and sounds. • Collect live data using data logging equipment identifying data errors, patterns and sequences. • Undertake film making; including scripting, roles, rehearsal, evaluation, quality of shots, appropriateness of sound, saving to different media. • Use cause and effect, eg input from sensors to trigger events; or virtually. • Create and refine series of instructions. • Manipulate images. • Design own webpage.