

## Information Technology

### Intent

We appreciate that it is important that we aim to ensure that our pupils become digitally literate; and as such able to use, and express themselves and develop their ideas through, information and communication technology. We appreciate that this is an important requirement for the future workplace and as active participants in a digital world.

IT is delivered across the curriculum at both at KS3 and KS4 and not as a discrete subject. At KS4 a digital accredited course is an option for students via a local Alternative Provider.

The IT skills that are frequently taught/used include:

**Using email software and the internet** – students learn how to confidently use email software, including sending and receiving emails, adding attachments and organising their contacts. They will also learn how to use the internet safely.

The internet is used for research purposes in English, Art and Construction/Technology, PE and Science.

**Word processing** – students learn about the different features of the word processing software. They learn how to create engaging text-based documents using images, tables, and other formatting features.

Word processing skills are used in BTEC H&SC and PE when completing assessments

**Spreadsheets** – Spreadsheets are often used in many job roles and are a key part of ICT. As such, they'll cover how to record and analyse data and how to present it using charts and graphs in this element of the Functional Skills ICT course.

Spreadsheets are used in Construction, PE and Science for the tracking of student progress

**Presentation** – students learn how to present information in a slideshow. Using presentation software, they learn how to use text, images and transitions to present your work.

(Presentation skills are used by KS4 students in English for the production of PowerPoint's in relation to Speaking and Listening; Construction/Tech (OneNote), BTEC PE and H&SC for assignment purposes