


# Year 9 Scheme of Work 2006 - 2008

Week Number	Topic or Unit	• Lesson Objectives	• Assessment	• Differentiation • (G+T/SEN)	• Resources
1	Introduction to Year 9 File Management	<ul style="list-style-type: none"> <li>• Issue passwords</li> <li>• Rules + expectations</li> <li>• Seating plan</li> <li>• Red work books to be handed out</li> <li>• Folders to be handed out</li> <li>• Learning/Vocab books to be handed out</li> <li>• Target setting sheet to be stuck in file and learning targets shared for the coming term</li> <li>• Layouts of lessons - all to have starters and plenaries</li> <li>• Standards agreement - rewards and consequences</li> <li>• <b>All pupils will learn</b> how to create a new folder</li> <li>• <b>Most pupils will learn</b> to create folders within folders and will learn to organize a set of files</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations of file structure</li> <li>• Q+A</li> <li>• Plenary</li> <li>• Screen shot of files and folders</li> </ul>	<ul style="list-style-type: none"> <li>• More able pupils will create folders within folders and will have suitable filenames for files</li> </ul>  <ul style="list-style-type: none"> <li>• Less able pupils may simply aim to create a folder and store files within in</li> <li>• Less able pupils to be taught the importance of managing their files by providing suitable filenames - not just doc.1 etc</li> </ul>	<ul style="list-style-type: none"> <li>• Rules and expectations presentation</li> <li>• File structure exercise</li> </ul>

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<b>2</b>	<b>Baseline Assessment Use of E Mail</b>	<ul style="list-style-type: none"> <li><i>Pupils complete assessment task based on year 8 units after they have been taught how to open the assessment by e mail that they will have been sent and how to reattach it back when it has been completed</i></li> <li><b>All pupils will learn</b> how to send emails and receive e mails</li> <li><b>Most pupils will learn</b> the purpose of e mail at Shevington High School</li> <li><b>Some pupils will learn</b> to send attachments and use To, Contact Groups and CC</li> </ul>	<ul style="list-style-type: none"> <li>Printout of assessment task</li> <li>Received e mails with attachments</li> </ul>	<ul style="list-style-type: none"> <li>More able pupils will be able to set up contact groups of friends to send emails to - or to groups of teachers that teach them</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>Less able pupils will be able to open and save an attachment and re-send an e mail</li> </ul>	<ul style="list-style-type: none"> <li>Year 9 assessment task</li> <li>Access to Internet</li> <li>Access to Webmail</li> <li>Documents to be attached</li> </ul>
<b>3</b>	<b>Business Docs intro</b>	<ul style="list-style-type: none"> <li>All pupils will learn the difference between:- letterhead, business card, fax, memo and minutes.</li> <li>Most pupils will learn where each</li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations</li> <li>Q + A</li> </ul>	<ul style="list-style-type: none"> <li>Less able will be able to link each document with where it would be used.</li> <li>More able will understand the</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Plenary Task</li> </ul>

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<b>4</b>		<p>documents is used.</p> <ul style="list-style-type: none"> <li>Some pupils will learn the importance of layout in each of the publications.</li> </ul>		<p>layout of each document.</p>	
	<b>Business card and letterhead</b>	<ul style="list-style-type: none"> <li>All pupils will learn the size of a business card and what a letterhead is.</li> <li>Most pupils will create a set of consistent designs.</li> <li>Some pupils will learn to create designs suitable for the target audience.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations</li> <li>Q + A</li> <li>Printout of designs</li> </ul>	<ul style="list-style-type: none"> <li>Less able pupils will understand the layout and size of a business card and letterhead</li> <li>More able will have a design that uses more advanced tools.</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Plenary Task</li> </ul>
<b>5</b>	<b>fax memo minutes</b>	<ul style="list-style-type: none"> <li>All pupils will design each document and describe where it is used.</li> <li>Most pupils will learn to use a suitable layout.</li> <li>Some pupils will learn to design consistent examples suitable for the audience.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations</li> <li>Q + A</li> </ul>	<ul style="list-style-type: none"> <li>Less able pupils will have a list of scenarios to choose the correct document.</li> <li>More able pupils will describe in detail where each document is used in society.</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>
<b>6</b>	<b>letter layout</b>	<ul style="list-style-type: none"> <li><i>All pupils will learn the term salutation and how to end a</i></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Less able pupils will be given guidance in</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>

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		<p><i>letter correctly</i></p> <ul style="list-style-type: none"> <li>• <i>Most pupils will the correct layout of a letter.</i></li> <li>• <i>Some pupils will independantly recreate a letter using the correct format</i></li> </ul>		<p>creating a letter.</p> <ul style="list-style-type: none"> <li>• More able pupils will re draft a letter in the correct order.</li> </ul>	
7	Business docs test	•	•	•	•
8	e-portfolio - set up home page	<ul style="list-style-type: none"> <li>• All pupils will learn what is required on a home page</li> <li>• Most pupils will learn how insert a table and a suitable title</li> <li>• Some pupils will to insert a photo from a digital camera</li> </ul>	<ul style="list-style-type: none"> <li>• Print screen of home page, annotated showing the tools used</li> </ul>	<ul style="list-style-type: none"> <li>• Less able pupils will be given a template to help with the layout of the homepage</li> <li>• More able will insert images of themselves on to the home page</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> </ul>
9	e-portfolio design - master page	<ul style="list-style-type: none"> <li>• All pupils will learnthe benefits of using the master page</li> <li>• Most pupils will learn to add a navigation bar to their web page.</li> <li>• Some pupils will learn to create a consistent website suitable for the target audience</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations of master design.</li> </ul>	•	<ul style="list-style-type: none"> <li>• Presentation</li> </ul>
10	e-portfolio design -	• All pupils will learn to	• Observations	• Less able pupils	• Presentation

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	effects & studio	<p>add effects from the the studio to a shape or text.</p> <ul style="list-style-type: none"> <li>• Most pupils will learn a new tool indepenantly</li> <li>• Some pupils will learn to use advanced tools to enhance their web site</li> </ul>	<p>of pupils on task</p> <ul style="list-style-type: none"> <li>• Q &amp; A</li> </ul>	<p>will use the simple tools</p> <ul style="list-style-type: none"> <li>• More able will use the advanced tools.</li> </ul>	
11	e-portfolio - hyperlinks	<ul style="list-style-type: none"> <li>• All pupils will learn what internal and external hyperlinks are</li> <li>• Most pupils will learn to create a rollover button</li> <li>• Some pupils will learn to import buttons they have created</li> </ul>	<ul style="list-style-type: none"> <li>• Observations of pupils on task</li> </ul>	<ul style="list-style-type: none"> <li>• Less able pupils will be more guidance on setting up internal hyperlinks</li> <li>• More able will learn to edit and improve graphics/text their navigation button</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> </ul>
12	e-portfolio - linking to external docs.	<ul style="list-style-type: none"> <li>• All pupils will learn how to make a new link to open a document.</li> <li>• Most pupils will create suitable text to introduce their documents.</li> <li>• Some pupils will</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	<ul style="list-style-type: none"> <li>• Less able pupils will be more guidance on setting up external hyperlinks</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> </ul>

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13	e-portfolio report	<p>create a fully navigational website.</p> <ul style="list-style-type: none"> <li>All pupils will learn to create a professional report to evidence their web site.</li> <li>Most pupils will learn to printscreen their designs and describe the navigation and tools they have used to create the web site.</li> <li>Some pupils will learn to critically evaluate their design suggesting improvements.</li> </ul>	<ul style="list-style-type: none"> <li>Printout of report to be levelled.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li>Less able pupils will only produce printscreens of their evidence.</li> <li>More able will describe alternate software to gain a higher level</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	
	14	Computer Science	<ul style="list-style-type: none"> <li>Pupils will learn the term computer science</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	15	Computer Science	<ul style="list-style-type: none"> <li>Pupils will to use a sequence of instructions</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	16	Computer Science	<ul style="list-style-type: none"> <li>Pupils to use the Alice program to create a moving object</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	17	Computer Science	<ul style="list-style-type: none"> <li>Pupils to assign keys to objects</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	18	Computer Science	<ul style="list-style-type: none"> <li>Pupils given time to</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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19	Computer Science	<p>work on program</p> <ul style="list-style-type: none"> <li>• Pupils given time to work on program</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
20	Computer Science - end of project report	<ul style="list-style-type: none"> <li>• Evidence provided in a report.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
21	Multimedia - Animations	<ul style="list-style-type: none"> <li>• All pupils will learn to create an "animated gif" and learn to clone a frame using Serif Draw Plus.</li> <li>• Most pupils will learn to export an animation.</li> <li>• Some pupils will learn to create several animations that are suitable for the target audience.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	<ul style="list-style-type: none"> <li>• Less able pupils will use the simple shapes to create their animation.</li> <li>• More able pupils will be shown how to use the effects and line tools to create unique shapes.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
22	Multimedia - Animations	<ul style="list-style-type: none"> <li>• All pupils will learn</li> <li>• to change the page size of an animated gif and its importance.</li> <li>• to export an image as a gif file</li> <li>• To insert the animation into PowerPoint. <i>(Level 4b)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	<ul style="list-style-type: none"> <li>• Less able will insert animations into powerpoint.</li> <li>• More able will describe the suitability of their animation</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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		<ul style="list-style-type: none"> <li>• Most pupils will learn to change timings in <b>Animation &amp; Frame</b> properties and how to use the "effects" in the studio. <i>(Level 5c)</i></li> <li>• Some pupils will learn to create several animations that are suitable for the target audience and include <b>evaluative</b> comments. <i>(Level 6b)</i></li> <li>•</li> </ul>			
23	Multimedia - Electronic poster	<ul style="list-style-type: none"> <li>• All pupils will learn what a digital poster is and how to prototype one. <i>(level 4a)</i></li> <li>• Most pupils will learn how to annotate animation and use a suitable layout that is "Fit for Purpose" <i>(level 5a)</i></li> <li>• Some pupils will learn to evaluate their design and obtain "feedback" in order to improve its quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	<ul style="list-style-type: none"> <li>• Less able will be given a template for their design.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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24	Multimedia - Electronic poster	<p style="text-align: center;"><i>(level 6a)</i></p> <ul style="list-style-type: none"> <li>•</li> <li>• All pupils will learn to add custom animation to an object. <i>(level 4a)</i></li> <li>• Most pupils will learn how to adjust timings in custom animation <i>(level 5a)</i></li> <li>• Some pupils will learn to effectively use "Motion Paths" in order to improve its quality. <i>(level 6a)</i></li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	<ul style="list-style-type: none"> <li>• More able will effectively use suitable animation</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	25	Multimedia - Photo editing	<ul style="list-style-type: none"> <li>• All pupils will learn:</li> <li>• what <b>layers</b> are.</li> <li>• how to <b>insert</b> a new images.</li> <li>• to create a page 600 X 400.</li> <li>• how to use the <b>deform</b> and <b>erase</b> tools. <i>(Level 4c)</i></li> <li>• Most pupils will learn to makes layers <b>transparent</b> and add <b>text</b> to a layer. <i>(Level 4b)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	<ul style="list-style-type: none"> <li>• Less able given a template for their design</li> <li>• More able will use the advance features independently.</li> </ul>

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26		<ul style="list-style-type: none"> <li>Some pupils will learn to <b>blend and crop</b> suitable images to make them fit for purpose. <i>(Level 4a)</i></li> </ul>			
	<b>Multimedia - Photo editing</b>	<ul style="list-style-type: none"> <li>All pupils will learn the following tools:-</li> <li>Mesh warp</li> <li>Instant Effects</li> <li>Adding colour to a shape. <i>(Level 4c)</i></li> <li>Most pupils will learn to use the "Gradient Fill" tool. <i>(Level 4a)</i></li> <li>Some pupils will learn to <b>blend</b> images to make a postcard that is fit for purpose. <i>(Level 5c)</i></li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li>Less able given a template for their design</li> <li>More able will use the advance features independently.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	27	<b>Multimedia - Video &amp; sound Editing</b>	<ul style="list-style-type: none"> <li>All pupils will learn to <b>import an image into Movie Maker to make a still movie</b></li> <li></li> <li>Most pupils will learn to <b>add Video Effects and Transitions to their still Movie.</b></li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li>More able pupils will learn to use Movie Plus</li> </ul>

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		<ul style="list-style-type: none"> <li>•</li> <li>• Some pupils will learn to include title credits and text to their design.</li> <li>•</li> </ul>			
28	Multimedia - As necessary	<ul style="list-style-type: none"> <li>• All pupils will recap their learning of adding Video Effects and Transitions to their still Movie.</li> <li>• Most pupils will learn to include a suitable sound track in their Movie.</li> <li>• Some pupils will learn to create and import an animation that is fit for purpose.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	•	•
29	Multimedia - End Review	<ul style="list-style-type: none"> <li>• All pupils will create report that shows the development of all four sections of their multimedia project</li> <li>• Most pupils will describe the software used.</li> <li>• Some pupils will critically evaluate the</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher observations.</li> <li>• Q+A</li> <li>• Plenary</li> </ul>	<ul style="list-style-type: none"> <li>• Less able will be given a structured list of what is required in the end review.</li> </ul>	•

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30	Project	<ul style="list-style-type: none"> <li>process and describe alternate software.</li> <li>Email task - scenario (Campsite have hired you over the summer.....)</li> <li>Task 1 create letter for a customer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li>Less able pupils will have examples of letter structure.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
	31	Project	<ul style="list-style-type: none"> <li>Task 2 - create a spreadsheet that can be used for invoices.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
		Project	<ul style="list-style-type: none"> <li>Task 3 - create digital poster to advertise the campsite.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li>Pupils will use their knowledge of the multimedia work.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	33	Enterprise (Citizenship)		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	34	Enterprise (Citizenship)		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	35	Project	<ul style="list-style-type: none"> <li>Task 4 - create promotional materials</li> </ul>	<ul style="list-style-type: none"> <li>Teacher observations.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li>All pupils will choose a software package they think is suitable</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	36	Project outcome	<ul style="list-style-type: none"> <li>Task 5 - create a booklet that contains all project materials</li> </ul>	<ul style="list-style-type: none"> <li>Printout of materials produced.</li> <li>Q+A</li> <li>Plenary</li> </ul>	<ul style="list-style-type: none"> <li>Less able will be given a structured list of what is required in the end review.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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37	End of year assessment	•	•	•	•
38	End of year assessment	•	•	•	•