

Heighington CofE Primary Computing Curriculum – Skills Based Progression

Whole school guidelines for milestones at the end of each year. Some children may progress at a quicker rate depending on starting skill ability.

Progression Through EYFS	Skills Ladder				
	Keyboard & Mouse	Device Navigation	Common Functions	Web	Other
Reception	<ul style="list-style-type: none"> Click on icons to open software Move the mouse to the desired area and click 	<ul style="list-style-type: none"> Open apps from the home screen (iPad) through tapping 	<ul style="list-style-type: none"> Press the home button on an iPad Turn laptops and iPads on with power button 	<ul style="list-style-type: none"> Can complete a simple program on a pre-loaded website/app 	<ul style="list-style-type: none"> Uses a remote control Turns on a CD player Show interest in electronic devices
Progression Through KS1	Skills Ladder				
	Keyboard & Mouse	Device Navigation	Common Functions	Web	Other
Year 1	<ul style="list-style-type: none"> Find uppercase letters from my name on a keyboard Use backspace to make corrections Use a touchpad/ mouse to navigate and select Use drawing tools 	<ul style="list-style-type: none"> Open shortcuts from the desktop (laptop). Open apps from the home screen (iPad) Stay within the same program or on same website. Log off using icons on screen not power button, and wait for laptop to go dark before closing lid. 	<ul style="list-style-type: none"> Log on with username and, with support, password if needed. Open a file they can see. 	<ul style="list-style-type: none"> Know when they are online and when not online. Esafety, ask an adult for help; only give personal info if adult says ok; know what personal info is. 	<ul style="list-style-type: none"> Use text/ draw software e.g. word/ paint. PSHE personal safety & respect for others (e.g. leave other's work alone in a shared folder). Understand Password is like front door key.
Progression Through KS1	Skills Ladder				
	Keyboard & Mouse	Device Navigation	Common Functions	Web	Other

Year 2	<ul style="list-style-type: none"> Type words & sentences. Find all letters on a keyboard Use CapsLk to access capital letters. Highlight / select by click and drag. 	<ul style="list-style-type: none"> Open programs from the start menu (laptop) Know how to find a minimised page. Know how to find a file or folder in their pupil userspace. 	<ul style="list-style-type: none"> Use minimise, maximise, and close buttons Save a file under its same name, in the same place (replace last draft) by pressing the save icon. load a template from class folder so saving automatically goes to the required folder. Change font and letter size in Word 	<ul style="list-style-type: none"> Use a search engine to find appropriate pictures or information that they can understand. 	<ul style="list-style-type: none"> E-Safety: dangers of things that look free. Reiterate personal safety and respect for others across range of devices.
Progression Through KS2	Skills Ladder				
Year 3	Keyboard & Mouse	Device Navigation	Common Functions	Web	Other
	<ul style="list-style-type: none"> Use shift to access capital letters and the top row punctuation. Know that everything on a page has a marker: delete spaces, scroll to find text. 	<ul style="list-style-type: none"> <i>Save as</i> in a logical space in pupil space. Know how to find a file or folder in another drive e.g. school drive. (So teachers can set up a master folder for children to open and copy a file from, or save a copy of their work to for teacher to see). Search for programmes from the start menu 	<ul style="list-style-type: none"> Save as.... and give the file a sensible name e.g. teacher gives beginning that children add their name to. Load a file using the correct directory route. Check the laptop is connected to the internet before loading an account (through the light being green or the wifi status at the bottom right of screen) 	<ul style="list-style-type: none"> Open and close multiple tabs in a web browser. Type in web addresses using www: 	<ul style="list-style-type: none"> Have had experience of : <ul style="list-style-type: none"> ○ PowerPoint ○ Word

Progression Through KS2	Skills Ladder				
	Keyboard & Mouse	Device Navigation	Common Functions	Web	Other
Year 4	<ul style="list-style-type: none"> Type paragraphs Find numbers and common punctuation items on a keyboard Check leads and connections if computer not functioning. Copy and paste objects by highlighting and right clicking. 	<ul style="list-style-type: none"> Close apps by 'throwing them away' (iPad) Delete a file with permission (and retrieve it from recycling bin) 	<ul style="list-style-type: none"> Use basic formatting features (insert picture, format text size/colour/font, bold/italic/underline/new line/ space/ copy and paste) Start a new file, save it as..., with a useful name in a logical place. Remember to save it while working not just at the end. Identify the difference between save and save as 	<ul style="list-style-type: none"> Tell the difference between advert/ sponsored links and other search results Be able to report inappropriate materials. Know about privacy settings and get help. Be aware of their digital footprint and curate it (with help). 	<p>PSHE:</p> <ul style="list-style-type: none"> respect and dangers: how to get the good without the dangers across a range of devices.
Progression Through KS2	Skills Ladder				
	Keyboard & Mouse	Device Navigation	Common Functions	Web	Other
Year 5	<ul style="list-style-type: none"> Touch type Copy and paste objects by highlighting and using Ctrl+C and Ctrl+V. 	<ul style="list-style-type: none"> Rename files Use 'F' keys (e.g. F1 help, F5 refresh, F7 spellcheck, F11 full screen) 	<ul style="list-style-type: none"> Not end up with multiple copies of a file unless for a reason. Snip items using the snipping tool or paint. Copy and paste across different forms (from the internet to Word) 	<ul style="list-style-type: none"> E-Safety aspects e.g. how hard it is to delete something once it is on net. Staying safe on social media- settings, pics, personal info. To use different browsers for different purposes (not all will play flash but Internet Explorer will) 	<ul style="list-style-type: none"> Print documents <p>Had experience of:</p> <ul style="list-style-type: none"> Excel Used a range of technology from data-loggers to webcams safely.

Progression Through KS2	Skills Ladder				
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Year 6	<ul style="list-style-type: none"> • Touch Type confidently and efficiently • Be able to support younger pupils with keyboard skills. 	<ul style="list-style-type: none"> • Use keyboard shortcuts for menus (e.g. Alt + F for File) • Share files e.g. by copying to a diff location. 	<ul style="list-style-type: none"> • Use basic layout features (table, text boxes, shapes, text effects [used to be WordArt]) • Spell check. • Basic idea of using spreadsheets. • Know what the file extensions mean (that they use). 	<ul style="list-style-type: none"> • Discuss file storage and benefits/ downsides of local (i.e. that machine) cf cloud cf network storage but as part of classroom work, i.e. consciousness raising of where data is kept. • Fake news/bias 	<ul style="list-style-type: none"> • Open source cf brand i.e. we have chosen to use Word at school but you don't have to use it at home. • There is a choice of browser e.g. Duckduckgo (doesn't store history or track). • Be able to check leads safely as appropriate when putting devices away.