



### Lesson 1: Communicating with technology

### Learning objective

- ✓ To understand how we communicate with technology.

### Success criteria


- ✓ I can discuss early methods of communication.
- ✓ I can identify which method of communication suits each purpose.
- ✓ I can explain what an email is.

## Recap and recall

### Questions

- ✓ **What is a computer network?** (A group or system of interconnected devices.)
- ✓ **What is a router?** (A device that provides internet access to a network.)
- ✓ **What is 'The Cloud'?** (Data and files are stored and accessed on servers via the internet.)
- ✓ **How do most households access the internet?** (Via a phone line.)

## Attention grabber

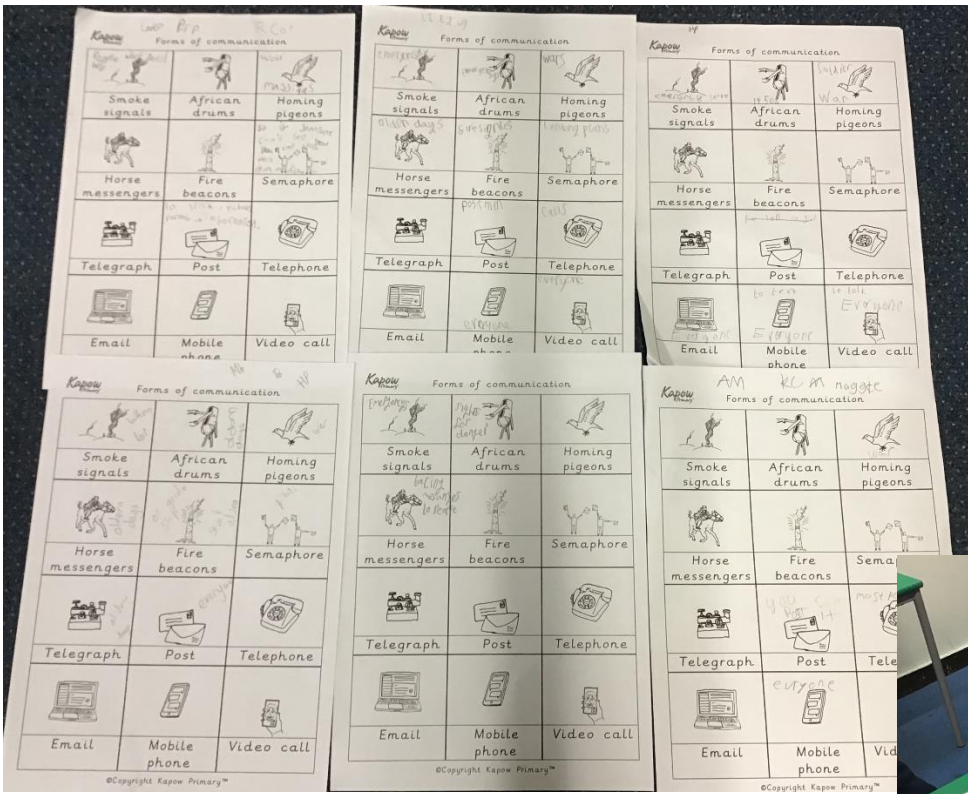


### Communication

- What is communication?
- Have humans always communicated using the same methods?
- How did older generations communicate?

- Text messages
- Phone calls
- Emails
- Letters
- Facetime

We then looked at some images together of different forms of communication throughout history.



# Main event

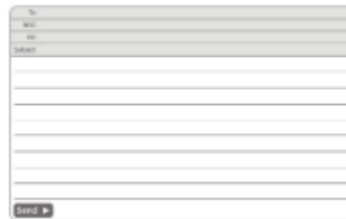
We found out that...



## Email

The first email was developed and sent in 1971 by an American computer programmer, Ray Tomlinson.

We discussed how emails are used and who usually uses emails in their day to day lives.



## Writing an email

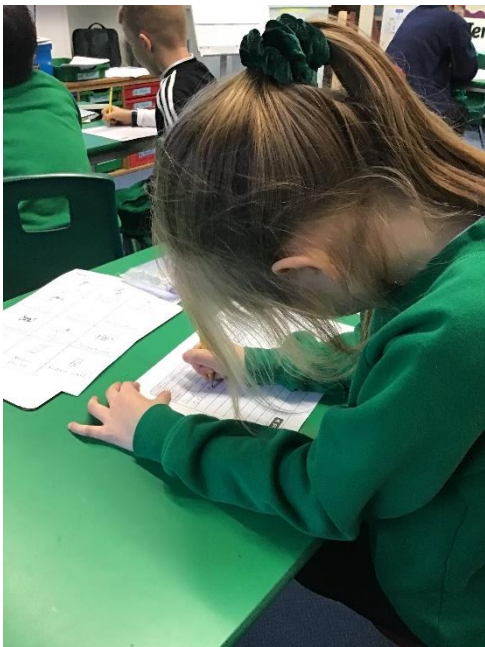
- How do you write an email?

We worked in pairs to write out an email that we would send to someone to tell them about us.



## Things to include

- Name and age.
- Family, siblings.
- Pets.
- Favourite food.
- Favourite animal.
- Favourite hobbies.



Email template Kapow Primary

To: Felicity @ spring wood.com

BCC:

CC:

Subject: Hi Felicity

Dear Felicity

I hope this email finds you well I would like to introduce myself. My name is Elsie and I am 7 years old my birthday is 4<sup>th</sup> of June 2018 and my favourite movie is Picked and my favourite character is Elsa because she can fly and I've always wanted to fly. What is your favourite Super Power? I hope you will write back. From Elsie

Send ▶

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Email template Kapow Primary

To: Christian-Princessa@gmail.com

BCC:

CC:

Subject: hi christina

Dear christina princessa

I hope this letter finds you well.

I will introduce myself to you. Lets start hi I'm princess and I'm 7 years old nearly 8 years old yay! also I've got 4 siblings and one baby the sibling who makes the most mischief is... let me think oh yeah that it mia. My favorite food is chicken curry from the Indian shop. tell me about yourself. your princess

Send ▶

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Email template Kapow Primary

To: Jake-Jackson@springwood.com

BCC:

CC:

Subject: Hi Jake!

Hi Jake,

I hope that this email finds you at all. I should introduce myself. I'm Faiz and I'm 8 years old. I live with my parents, my brother and I but not least, the tantrum queen Aaliyah. I love noodles, wrestling and Penguins. My favorite wrestler is John Cena. Tell me about you.

Send ▶

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Email template Kapow Primary

To: Octavia Colman @ spring wood.com

BCC:

CC:

Subject: a bout me

Dear Octavia I hope this email reaches you safely. I'm Lilliana and I'm 7 how old are you? any way I love cats but don't have a pet cat. of any Pets I don't like dogs because they bark is too loud! I have a big sister that doesn't live with me I also have a little brother who's going to be 1 year old in 2 months can you believe it I love strawberries I like butterflies and my hobby is craft what's yours. I hope you get back some soon! would love to know you from Lilliana

Send ▶

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## Lesson 2: Sending an email

### Learning objective

- ✓ To understand what emails are and how to send one.

### Success criteria

- ✓ I can log in and log out of my email account.
- ✓ I can write an email to my teacher.
- ✓ I can recall that emails can be used to send information around the world.

## Recap and recall

For our recall today we had to revisit the space bar, caps lock and enter.

Lots of children needed support logging in to the laptop using their own logins.



### Advantages of email

- Many people find emails a convenient way to communicate because they are easy to access, edit and send.
- You can refer back to emails at any time you need to.

We revisited who uses emails in their lives and were introduced to the fact that we will be writing emails and learning how to be a responsible digital citizen by being kind, honest and responsible.

Main event:

We needed to follow steps including...

- Clicking on Microsoft edge
- Searching for outlook
- Clicking login
- Typing in our email addresses

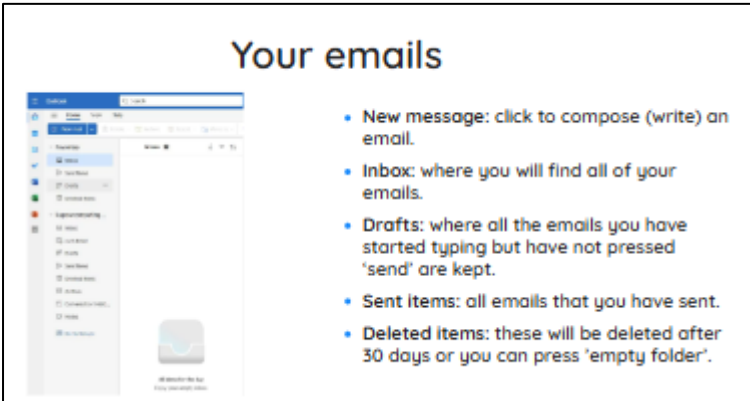


### Using Outlook

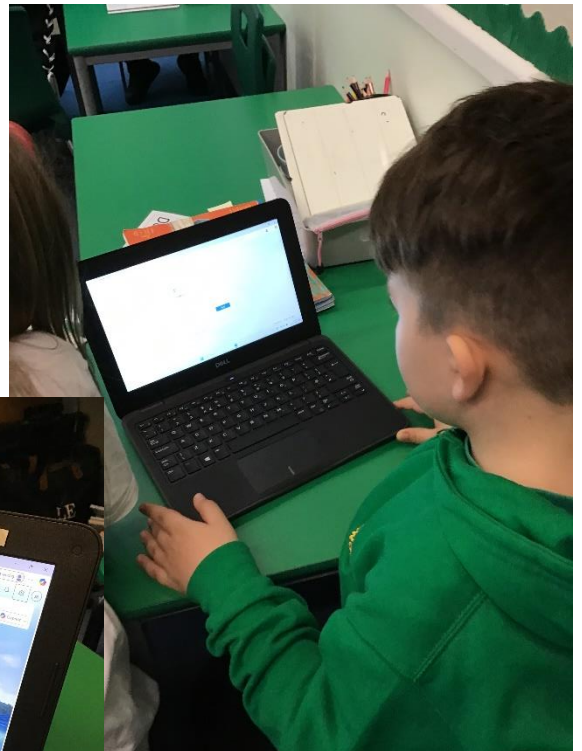
You will see the following screen once logged in.



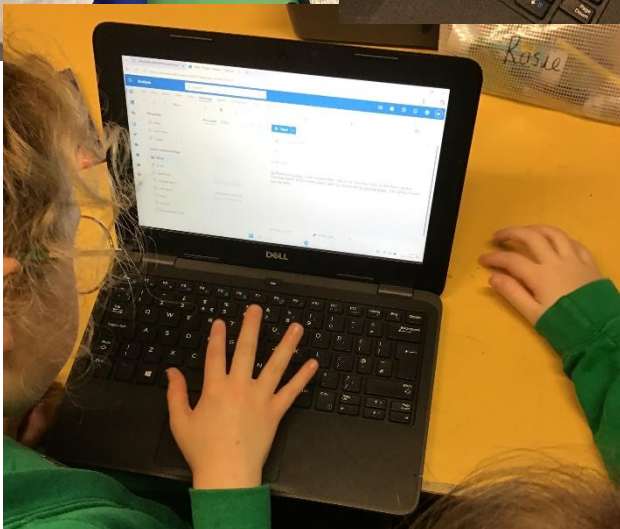
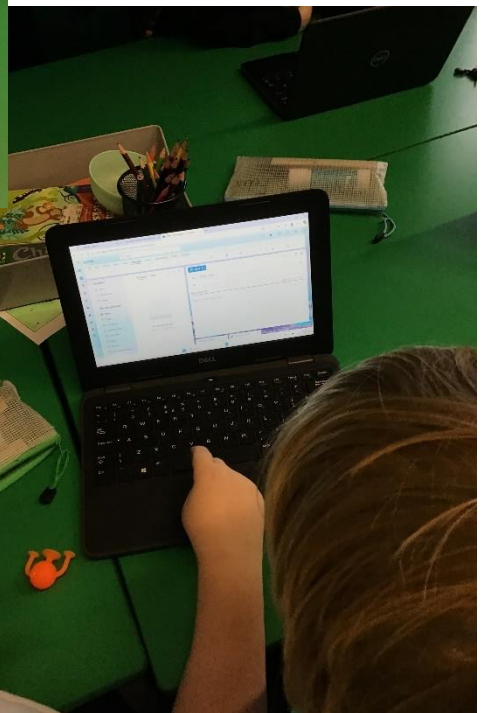
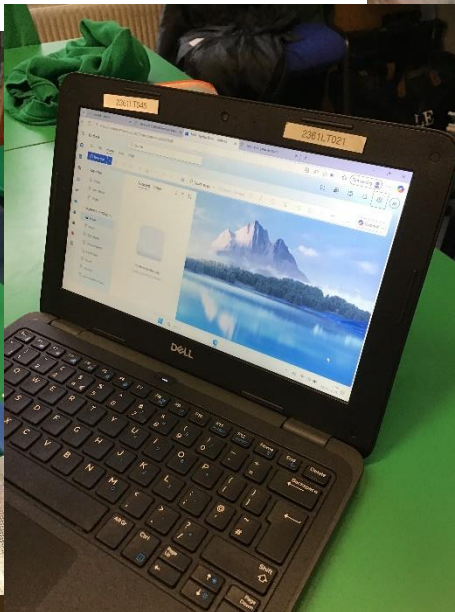
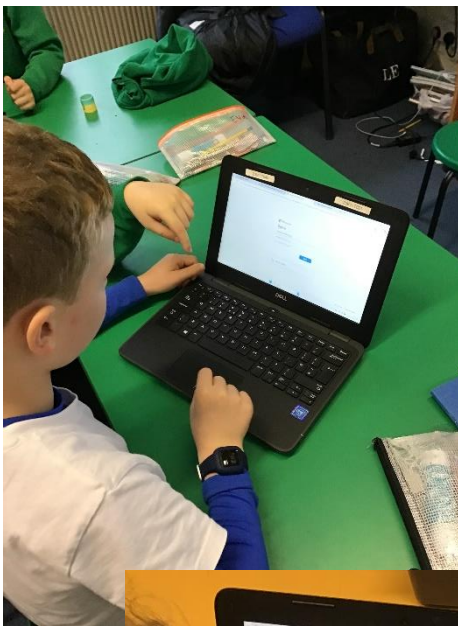
We were able to customise our login how we wanted which was fun!

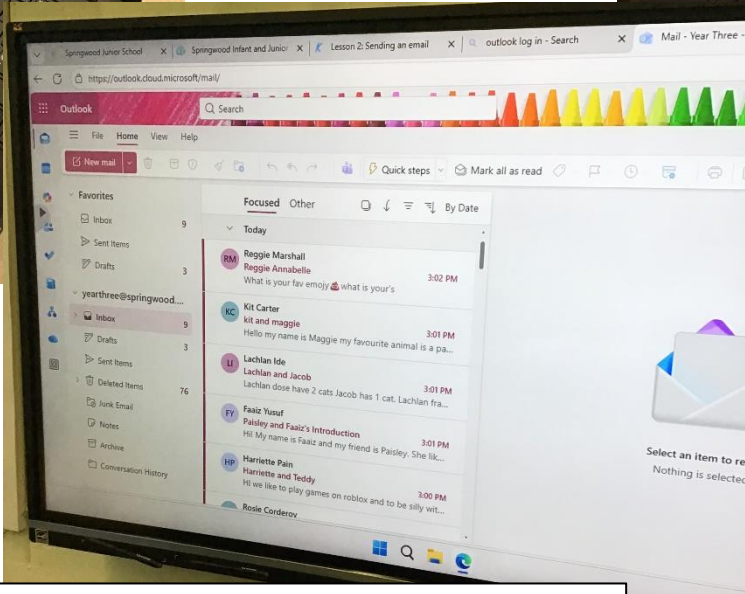
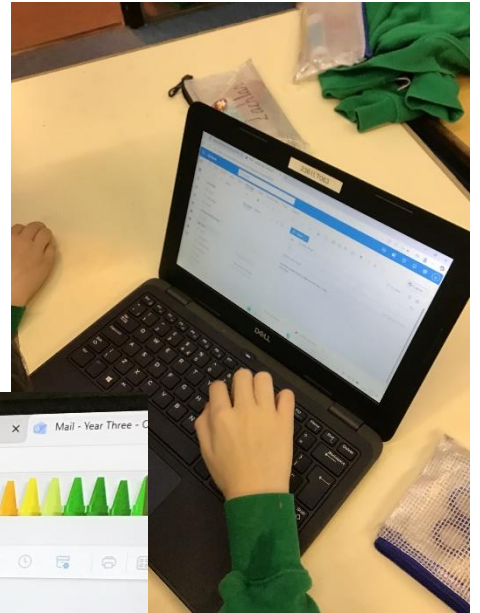
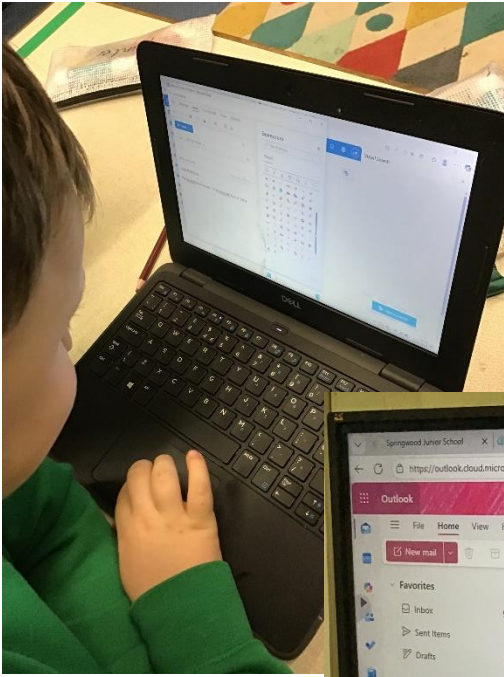



We were introduced to the different folders within our emails.



We then sent emails to our teacher.





 Sid Crouch  
 To: Year Three  
 Mon 1/19/2026 11:46 AM


You replied on Mon 1/19/2026 11:49 AM

Hi Miss Evans,

Would you like some chocolate cake?

Jerry's favourite colour is dark blue and Sid plays for a new football team.

From Sid and Jerry


 Year Three  
 To: Sid Crouch

Hi Sid and Jerry,

I would LOVE some chocolate cake! That is my favourite.

Wow, what amazing facts about you both.  
My favourite colour is pink 🍷

From Miss Evans 😊


 Felix Morgan  
 To: Year Three

You replied on Mon 1/19/2026 11:57 AM

Hi Miss Evans,

Would you like to learn about us?

We both like maths, PE, basketball, football, pizza and Dorritos.

 Hunter Pearce  
 To: Year Three

Dear Miss Scott,

My favourite food is pizza 🍕 my favourite food is steak 🍖 🍷 🍷 FROM MB AND HP



Faaiz Yusuf

😊 Reply Reply all Forward ☰ ...

To: Year Three

Mon 1/19/2026 3:01 PM

You replied on Mon 1/19/2026 3:13 PM

Hi! My name is Faaiz and my friend is Paisley. She likes Chicken Tikka Masala and I like Sushi. Paisley's favorite game is Animal Crossing and Mine is WWE 2K 25. Our favorite sports are UFC/MMA and Mine is F1 and WWE. My favorite subject is Computing and Paisley's is History because you get to learn about the past. Paisley's favorite book is who's afraid of the big bad book mine is charlie and the chocolate factory. Tell us about you!



Year Three

😊 Reply Reply all Forward ☰ ...

To: Faaiz Yusuf

Mon 1/19/2026 3:13 PM

Hi both,  
Thanks for your lovely email - full of information!  
I love pandas, chocolate and doing puzzles. Autumn is my favourite season as I don't enjoy it when the weather is too hot but I do love the sunshine.

Miss Scott

## Year 3 – Microsoft 365: Emailing

### Spring 1



#### Lesson 3: Adding attachments

### Learning objective

- ✓ To know how to create an email with an attachment.

### Success criteria

- ✓ I can log into my email account.
- ✓ I can send an email with an attachment.

## 1: Recap and recall



Ensure the children can recall:

- ✓ What is an email? (Electronic mail allows people to send messages and files from one account to another over a network.)
- ✓ What does being a responsible digital citizen mean? (Being a kind, honest and responsible online community member.)
- ✓ Can anyone demonstrate how to change text size or style in a word processing program? (By using the tools in the email account.)
- ✓ How do you reply to an email? (Click reply and start typing your email.)



Focus of this lesson  
We will send emails with an attachment and look at the content of our email.

### Main event:



### Adding attachments

Adding a file to an email, such as a document or a photo, is called adding an attachment.

- How do we attach a file or document to an email?

### Icons in Outlook

- Paperclip icon: add a file or picture to your email.
- Link: put a website link in your email.
- Paper with pencil: save your email as a draft (to finish later).
- Grid of squares: open other Microsoft apps (like Word or Teams).
- Microphone: record your voice for the email.
- Red exclamation mark: mark the email as important.
- Arrow pointing down: download something.
- Printer: print the email.
- Three dots: opens more options.




We worked in pairs to add attachments to an email – this was quite hard to do for some of us as we had to download and save the attachment first and the internet was being very temperamental!

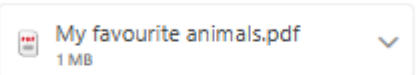


 Reggie Marshall  
 To: Year Three  
 Cc: Elsie Tull




Is girafe and dragon beacase **they are cool**

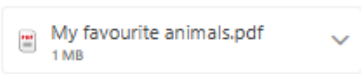
 Hunter Pearce  
 To: Year Three



Please find the attached document  
 Mine is Alligator and mine is a sheep 🐊🐑

From Michael and Hunter

 Rosie Corderoy  
 To: Year Three  
 Mon 1/26/2026 2:



Hi we are 🍕 and 🐛 we love all animals so we don` t have a favorite ❤️  
 But Lilliana`s

is 🐱🐱🐱🐱 from 🍕 and 🐛 **BUG!**



### Lesson 4: Be kind online

#### Learning objective

- ✓ To understand the importance of being kind online.

#### Success criteria

- ✓ I can use positive language within an email.
- ✓ I can recognise when online behaviour is unkind.
- ✓ I can be a responsible digital citizen.

## 1: Recap and recall



Ensure the children can recall:

- ✓ What is an attachment? (A function that allows you to add files to an email.)
- ✓ What can you send as an attachment? (A photo or document.)
- ✓ Why shouldn't you open an attachment from an unknown sender? (It may be a virus which could impact the security of your computer.)

### Expressing yourself



- “It’s time to go.”
- “Why did you do that?”

The tone of voice and body language can express a lot about what someone is saying.

We discussed as a class how online you cannot tell someone’s tone of voice or body language. You also cannot tell if someone is being jokey or sarcastic with how they are saying something and even using hand gestures or different facial expressions.

### Cyberbullying



Here are some examples of cyberbullying:

- Spreading lies about someone online.
- Sending hurtful messages.
- Pretending to be someone else and sending hurtful messages through their account.

## Cyberbullying

- Is cyberbullying any different to bullying in the playground?
- What should you do if someone is being unkind online?

Just because it's not physical doesn't mean that it does not hurt!

We spoke about the importance of not getting rid of or deleting anything like that online so that an adult can see and help us to be able to solve the situation in the best way possible.

We should always tell a trusted adult.

## Main event

### Writing a positive email



The email should include:

- Something positive about them.
- A positive memory you have of them.
- How it made you feel.

Year Three 😊 ↩ Reply ↩ Reply all

To: Jayden Brunt; Sid Crouch; Olivia Triccas; Erika Pearson; Teddy Richards; +4 others

You forwarded this message on Mon 2/2/2026 11:37 AM

Hi everyone,

I just wanted to send you all an email to just say how amazing you are.

All of you help to make this classroom a happy and safe place which fills me with pride. You are all thoughtful because of how you look after each other.

Thank you for being amazing!

From,

Miss Evans 😊❤️

We received a kind email from our teachers and were tasked with replying to it and sending one of the adults in year 3 a positive email.

Dear Mrs Watson,

You are very nice and kind and helpful. You are one of the best teachers in the world.

From Jerry and Sid

Evie Long EL

To: Year Three

You replied on Mon 2/2/2026 11:44 AM

You are kind because you help us with trikey problems

YS Yanniss Sacuiu  
 To: Year Three  
 Mon 2/2/2026 11:44 AM

You replied on Mon 2/2/2026 11:46 AM

To miss evens you are the best teacher in the wold and thank you for teaching us and learning us from yannis and carli mai

DJ David Jacobs  
 To: Year Three  
 You replied on Mon 2/2/2026 11:49 AM

Hi Miss Evans

Thank you for the email.

You are the best

From

David and Mehdiya ❤️❤️❤️❤️❤️❤️

EP Erika Pearson  
 To: Year Three  
 You replied on Mon 2/2/2026 11:55 AM

Hello Miss Evans, I am Erika, you are the BEST teacher ever  
 Love from Erika. 😊

Dear Miss Stokes 🥰

Thank You For helping me with computing.

You are a great helper .Do you like helping?

From

Olivia 😊

Dear Miss Evans,

You are kind and one of the smartest people I have ever met in my life. And you are very nice and a very good teacher.

From Sid and Jerry

Dear Miss scott,

Thank you for that wonderful E-mail of yours me and Hunter are really sorry to hear that you're Going to year 1 I hope it goes well and everyone loves you


Goodbye 🙋🙋

From me and Hunter

LB Lilliana Ballinger  
 To: Year Three  
 Mon 2/2/2026 3

Centipedes - Happy mail  
 Outlook Item

Hi Miss Scott :) . THANK YOU for being the BEST Monday teacher **EVER!!!!**

 love LILLIANA and PAISLEY



## Lesson 5: Fake emails

### Learning objective

- ✓ To recognise when an email is not genuine.

### Success criteria

- ✓ I can recognise when an email might be fake.
- ✓ I can recall that I shouldn't click on links in an email unless I know what it is.
- ✓ I can identify what to do if I suspect an email is fake.

### 1: Recap and recall



Ensure the children can recall:

- ✓ Why can emails be misinterpreted? (You can't see someone's body language or hear their tone in an email.)
- ✓ How can you be kind online and offline? (By showing respect to others, listening and being honest.)
- ✓ What should you do if someone is being unkind online? (Report them to a trusted adult.)

### Fake email alert!



Over the weekend, one of the teachers received an email that looked like it was from a trusted sender.

When they clicked on the link in the email, it sent a virus to their laptop!

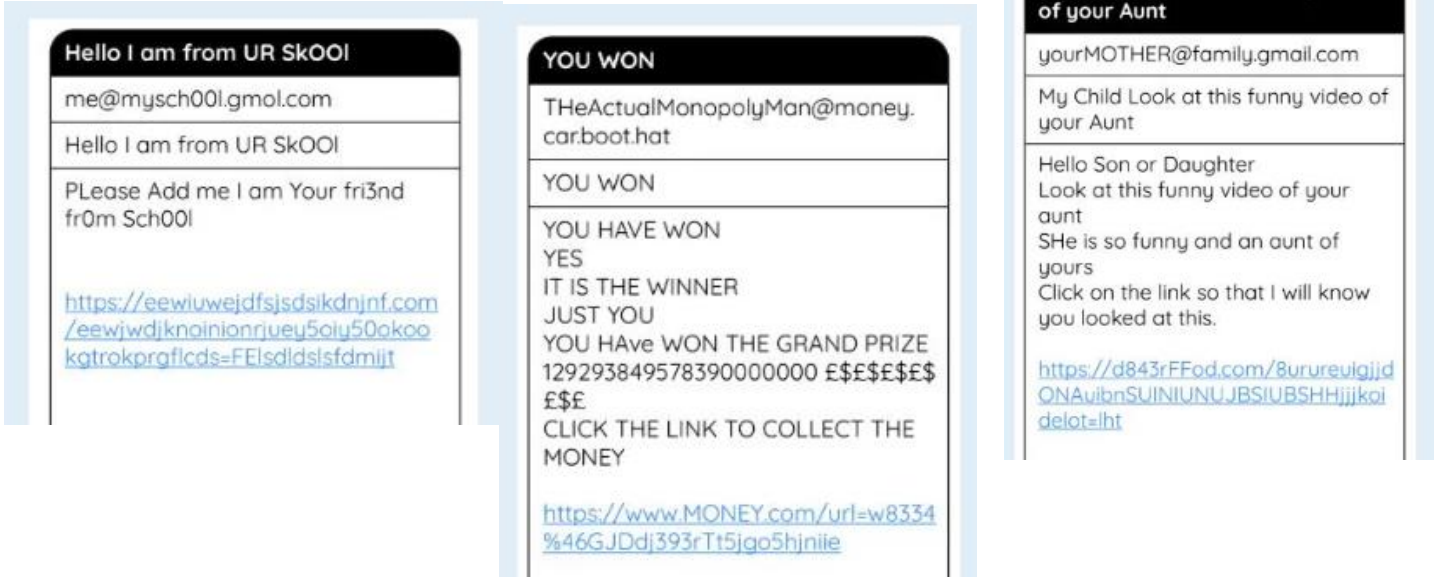
We discussed why someone might want to send a fake email...

Someone might want to hack you and steal your personal information and find out where you live.

Someone might want to use your bank details if you buy things online.

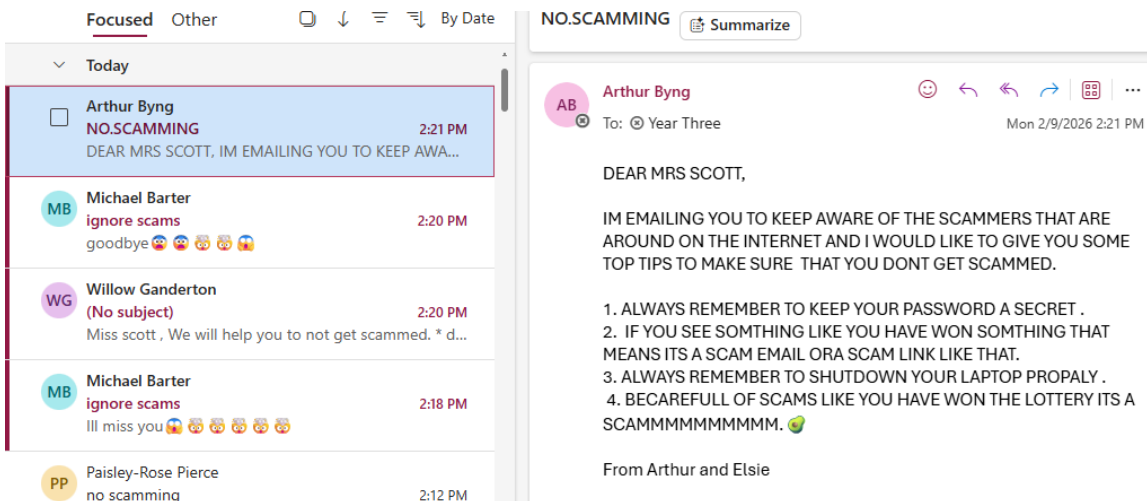
Someone might want to steal your Robuck's on Roblox!

We were shown some examples of fake emails...



## Activity

- Write and send an email to all of the teachers which explains how to avoid scammers.
- Think carefully about the language you use to send your email.
- Include bullet points to explain your reasons.



- Today
- Zaya Speake (No subject) 2:23 PM  
Miss Scott pls say waif me I will miss u miss Scott ho...
- Arthur Byng NO.SCAMMING 2:21 PM  
DEAR MRS SCOTT, IM EMAILING YOU TO KEEP AWA...
- Michael Barter ignore scams 2:20 PM  
goodbye 🙏🙏🙏🙏🙏🙏
- Willow Ganderton (No subject) 2:20 PM  
Miss scott , We will help you to not get scammed. \* d...
- Michael Barter ignore scams 2:18 PM

Willow Ganderton  
To: Year Three  
Mon 2/9/2026 2:20 PM

Miss scott ,  
We will help you to not get scammed.

- don't open emails from people you dont know
- check if the email address is normal
- The email will probably have lots of mistakes or not make sense
- If it say you win a prize dont fall for it

From Harritte and Willow

Reply Forward

- sed Other
- w Ganderton (No subject) 2:20 PM  
scott , We will help you to not get scammed. \* d...
  - Michael Barter ignore scams 2:18 PM  
is you 🙏🙏🙏🙏🙏🙏
  - Y-Rose Pierce scamming 2:12 PM  
ss scott this is how to not get scammed some ...
  - Michael Barter ignore scams 2:12 PM  
afternoon \* If words are spelt wrong tell a adul...
  - Maggie-Mae Miller (No subject) 2:11 PM  
ss Scott Ways how to not get hacked \* if it says ...
- Sneake: Teddv Grav: Lilliana Ballinger: Kit C...

(No subject) Summarize

Maggie-Mae Miller  
To: Year Three  
Mon 2/9/2026 2:11 PM

To miss Scott  
Ways how to not get hacked

- if it says you won t's probably fake
- Dont click it

Reply Forward

- Today
- Arthur Byng NO.SCAMMING 2:26 PM  
🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏
- Michael Barter ignore scams 2:26 PM  
🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏🙏
- Rosie Corderoy scammer safety 2:26 PM  
Dear Miss Scott I'm writing to you to make your awa...
- Teddy Gray I warning you about scammers 2:25 PM  
Dear miss scott I warning you about scammers - ifa...
- Zaya Speake (No subject) 2:23 PM  
Miss Scott pls say waif me I will miss u miss Scott ho...

To: Year Three  
Mon 2/9/2026 2:26 PM

Dear Miss Scott

I`m writing to you to make your aware of the dangers and hazards of fishing emails

- A scammer is someone who sends fake emails to fool you .
- this is because they want to steal and get private information like your login to your computer or your bank account these are some statements to look out for...
- Check the email address is spelt right, Sometimes a letter is changed to a number like M1ss sc0tt Then think about "do I really trust this email?"
- Read the whole email fake emails sometimes say you have won a free prize
- check if there is an attachment or a link to click on don't anything fishy

stay safe online 🙏

**BM** Bradie Murphy  
To: Year Three  
Mon 2/9/2026 11:38 AM

Dear teachers  
If you ever get a random message do not message back because you could get scamend and they could take something

**YT** Year Three  
To: Bradie Murphy  
Mon 2/9/2026 11:39 AM

To Bradie and maybe Sid,  
Thank you for your email.  
What else should I do if I recieve a message like that?  
From,  
Miss Evans 😊

**CM** Carli-Mai Merett-Walters  
To: Year Three

Hi all teachers

Please don't mesige back to a persoun if you don't know how it is because they can hack you and find out your pasword

**FM** Felix Morgan  
To: Year Three  
Mon 2/9/2026 11:41 A

Dear Teachers, I'm going to tell you how to be safe when looking at emails firstly, don't click on anything when you see a random email. Never message back if you see a kind email. Check the senders email address before you do anything.

**YT** Year Three  
To: Felix Morgan  
Mon 2/9/2026 11:44 A

To Felix and maybe Mehdiya,  
Thanks for telling me those facts! That is very helpful to know and I will definitely follow that advice in the future.  
Do you have any other advice for me?  
Thanks,  
Miss Evans

**DJ** David Jacobs  
To: Year Three

Hi all,  
Please don't let scammers scam you and here are some examples:  
- NEVER click the link!  
- Read the message carefully.

From David and Jerry

**YT** Year Three  
To: David Jacobs

Hi David and Jerry,  
Thank you for your advice!  
What if the message tells me that I have won £10,000?  
Thanks,  
Miss Evans

**RC** Rosie Clements  
To: Year Three

Dear Teachers we are trying to avoid scammers.  
From Rosie and Erika

**YT** Year Three  
To: Rosie Clements

Dear Rosie and Erika,  
How could we avoid scammers?  
Do you have any advice for me?  
Thanks,  
Miss Evans 😊

Mon 2/9/2026 11:41 AM

**TS** Teddy Stanley  
To: Year Three

Dear teachers never click the link or read the message carefully

From livvy and teddy 🧡💛💚💜💙

**YT** Year Three  
To: Teddy Stanley

Dear Livvy and Teds,  
Thank you for your email!  
What other advice do you have for me?  
Thanks,  
Miss Evans 😊

To Miss Evens

Be careful and check everything that you are sent.  
I hope  
that email helps

From evie and marnie

**YT** Year Three  
To: Marnie Willis

To Evie and Marnie,  
Thanks for your email. It has lots of good advice on it.  
What other advice do you have?  
Thanks,  
Miss Evans 😊

