



Computing Scheme of Work

Unit 3.5 –

Email



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Introduction

2Email is a safe place to teach children how to use email.

Since 2Email only works within Purple Mash, children can only email Purple Mash users in their school. This supports online safety.

In the 2Email Settings, teachers can decide the level of use they want to give their children. As well as choosing the interface they will use, there are settings to allow them to email other children, email their teachers and whether they can send their emails directly or have them queued for approval by a teacher.

- Teachers can see who has read their messages by going to their sent folder. An icon will be either red for not seen or green for seen.
- Teachers will get an automated email to the address they have tied to their Purple Mash account when a child reports an email as well as an alert in Purple Mash.



The context of the lessons can be adapted by the teacher to fit in with classroom studies.

A user guide for 2Email can be found at [2Email User Guide](#).

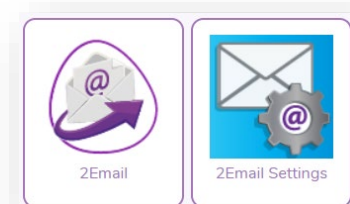
PLEASE NOTE- To use 2Email, children (and teachers) will need their own logins.

If you are currently using a single login per class or group and would like to set up individual logins yourself, then please see our guide to doing so at [Create and Manage Users](#). Alternatively, please contact support at support@2simple.com or 0208 203 1781.

Note: To force links within this document to open in a new tab, right-click on the link and then select 'Open link in new tab'.

Settings for children to complete these lessons.

2Email has a 'Younger' and 'Older' interface and, as a teacher, you can set various options. For these lessons, use the following settings: to change settings, log in to Purple Mash as a teacher and go into 2Email, then click on the 2Email Settings icon.



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On the following screen, select your class and then set the **Interface Mode to 'Older'**.

Set '**Allow emailing within the class**' and '**Enable Practice Users**' to 'Yes'.

Save these settings.

2Email Settings

Settings for class (3CP)

Interface Mode ?	Older ▼ Restore Default Setting
Allow emailing to staff members ?	Yes ▼
Allow emailing within the class ?	Yes ▼
Children to children emails require approval ?	No ▼
Enable Practice Users ?	Yes ▼
Enable Pseudo Emails ?	Yes ▼

Save **Revert**

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Medium-Term Plan

Lesson	Title	Success Criteria
<u>1</u>	Communication	<ul style="list-style-type: none"> Children can list a range of different ways to communicate. Children can use 2Connect to highlight the strengths and weaknesses of each method. Extension: Children can order the various types of communication that have been used through history.
<u>2</u>	Composing Emails	<ul style="list-style-type: none"> Children can open an email and respond to it. Children have sent emails to other children in the class. Extension: Children can use the search option in the address book to find a classmate when sending an email.
<u>3</u>	Using Email Safely: Part 1	<ul style="list-style-type: none"> Children have written rules about how to stay safe using email. Children have contributed to classmates' rules. Extension: Children understand the importance of draft.
<u>4</u>	Using Email Safely: Part 2	<ul style="list-style-type: none"> Children have created a quiz about email safety which explores scenarios that they could come across in the future. Extension: Children create title screens for their quizzes explaining what the quiz is about, and how to play it.
<u>5</u>	Attachments	<ul style="list-style-type: none"> Children can attach work to an email. Children know what CC means and how to use it.
<u>6</u>	Email Simulations	<ul style="list-style-type: none"> Children can read and respond to a series of email communications. Children can attach files appropriately and use email communication to explore ideas. Extension: Children know why the terms CC and BCC are used Children understand when to use CC or BCC

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Lesson 1 – Communication

Aim

- To think about the different methods of communication.

Success criteria

- Children can list a range of different ways to communicate.
- Children can use 2Connect to highlight the strengths and weaknesses of each method.
- Extension: Children can order the various types of communication that have been used through history.

Resources

Unless otherwise stated, all resources can be found on the [main unit 3.5 page](#). From here, click on the icon to set a resource as a 2Do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you don't lose this page.

- 2Connect File – [Methods of Communication](#). This file should be set as a 2Do for the class.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Introduction: Communication	Display slide 4 . Explain we will be thinking about methods of communication and using mind mapping software to record our ideas. Reveal warm up game and questions. Then reveal key tools and vocabulary.
Methods of communication: 2Connect	Show slide 5 . Show children how to open 'Methods of Communication' from their 2Dos. Launch the file on the whiteboard by clicking the icon. You may wish to model the communication mind map using the file instead of the slides. Ask children to think of a method of communication and add to the mind map.
	Use slide 6 to continue modelling how to use the mind map. Ask children to think of an advantage to add to the method of communication added on the previous slide. Note: If you click on the page

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	and a node appears that you don't want, it will disappear if you don't write in it.
	Display slide 7 . Go through the steps for adding a link.
Activity 1: Methods of Communication	Display slide 8 . Children to use the file set as a 2Do and complete it on their own devices. Go through the key questions on the slide – revealing them once they complete their file.
Activity 2: Extension	Use slide 9 to share the extension activity. Children to open a new 2Connect file and create a timeline showing how communication has changed. You might choose to link this to history topic learning.
Review Success Criteria	Use slide 10 to evaluate success of meeting success criteria. You might choose to ask the children to show with hands how well they felt they met each success criteria.



Lesson 2: Composing Emails

Aims

- To open and respond to an email.
- To write an email to someone from an address book.

Success criteria

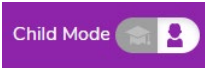

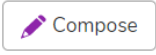

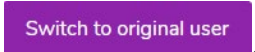
- Children can open an email and respond to it.
- Children have sent emails to other children in the class.
- Extension: Children can use the search option in the address book to find a classmate when sending an email.

Resources

Unless otherwise stated, all resources can be found on the [main unit 3.5 page](#). From here, click on the icon to set a resource as a 2Do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you don't lose this page.

- Before the lesson, send an email to all the children in the class, asking a question, e.g. What is your favourite colour? What is your favourite film?
- To demonstrate the process to the children, you should also send the same email to yourself by impersonating a practice user.
- A jar of lolly sticks (or similar) with children's names on each one. There should be a stick for each child in the class. Alternatively used folder pieces of paper with names on.

How to Impersonate a practice user

- Ensure that you are in child mode; click on the  button on the top right toolbar. **Note** this will show 'Switch to Teacher Mode' if you are already in child mode.
- Click on  and select any of the practice users.
- Click on the button to compose an email  and you will be able to send an email from the practice user to yourself.
- You can switch back to yourself by clicking  then .

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Activities

Introduction	<p>Display slide 2 and outline the lesson aims.</p> <p>Display slide 3 and outline the success criteria.</p>
Introduction: Email	Display slide 4 . Share what 2Email is and where it can be found. Go through the key vocabulary and tools for the lesson.
Exploring 2Email	<p>*You might decide to model exploring 2Email live on Purple Mash using the slides to support the flow of exploration.</p> <p>Show slide 5. Use this slide to show children how to check for new emails. You might decide to model this live on Purple Mash.</p> <p>Show slide 6. Explain how we can reply to emails and demonstrate the use of the formatting tools including the use of emoticons.</p> <p>Show slide 7. Show the 'Report to teacher' button and reveal its function. Ask the children the questions on the slide. You might take this opportunity to discuss online safety rules.</p> <p>Show slide 8. Model to the children how to compose an email. You might choose to impersonate a child's account to demonstrate this or a practice user.</p>
Activity 1: Reply and Send	Show slide 9 . Children to reply to the email you sent them before the lesson. Then children to email several children in the class their favourite joke.
Activity 2: Extension	Display slide 10 . Children to pick a lolly stick with a name on and use the 'Contacts' (address book) to find the child to email. Children email a suitable question and then share what they have found out about the child with the class.
Review Success Criteria	Use slide 11 to evaluate success of meeting success criteria. You might choose to ask the children to show with hands how well they felt they met each success criteria.

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Lesson 3 – Using Email Safely: Part 1

Aim

- To learn how to use email safely.

Success criteria

- Children have written rules about how to stay safe using email.
- Children have contributed to classmates' rules.
- Children understand the importance of draft.

Resources

Unless otherwise stated, all resources can be found on the [main unit 3.5 page](#). From here, click on the icon to set a resource as a 2Do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you don't lose this page.

- Copy of the rules for your classroom or school.
- Optional: [Using Email Safely Presentation](#) – this exists in the teachers presentation but you may choose to set this version as a 2Do for your children to explore.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Introduction: Using Email Safely	Display slide 4 . Share with the children your class/school rules. Ask them why we have them and then reveal some suggestions on the slide.
Using Email Safely	Show slide 5 . Explain that there are steps we can take to help remain safe when using email. Explore the first image and discuss the questions.
	Show slide 6 . Discuss with the children steps they might take to be safe when using email before going onto the next slide.
	Show slide 7 . Ask the children if email is safe? Go through the questions and discuss. Re-iterate the importance of a trusted adult.
	Show slide 8 . Discuss personal information and go through the examples given. Are there any other examples of personal information?

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	Show slide 9 . Discuss responsibility to others, why is it important to consider other people when using email/online?
	Show slide 10 . Go through the information about 'Meeting Online' stress the dangers of this and discuss the key questions on the slide.
	Show slide 11 . Remind children about the importance of passwords and the strength of them. Discuss questions on the slide.
	Show slide 12 . Use this as an opportunity to re-visit trusted adults. Who can the children go to for support if they are concerned about something? You might wish to refer to the school online safety rules.
Activity 1: Rules for using Email Safely	Show slide 13 . Explain that children are to email their own rules to a few children in the class (lolly sticks with names on might work well so every child receives an email). Reveal the slide to remind them about how to compose an email or demonstrate live in 2Email.
Activity 2: Replying to Rules	Show slide 14 . Explain you want the children to read any rules they have received and suggest additional rules/comment. Explore the 'Save to Draft' feature and its importance. Once all children have sent and replied to emails, you could draw up or refresh the current online safety class rules.
Review Success Criteria	Use slide 15 to evaluate success of meeting success criteria. You might choose to ask the children to show with hands how well they felt they met each success criteria.

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Lesson 4 – Using Email Safely: Part 2

Aim

- To learn how to use email safely.

Success criteria

- Children have created a quiz about email safety which explores scenarios that they could come across in the future.
- Extension: Children create title screens for their quizzes explaining what the quiz is about, and how to play it.

Resources

Unless otherwise stated, all resources can be found on the [main unit 3.5 page](#). From here, click on the icon to set a resource as a 2Do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you don't lose this page.

- [Email Safety Quiz](#).
- [2Quiz Tool](#)

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Introduction: Using Email Safely	Display slide 4 . Ask the children to reflect on the last session, focussing on the email safety rules and tips. Reveal them on the slide during discussion by clicking.
Activity 1: Class Quiz	Show slide 5 . Explain we will be attempting a class quiz together on email safety in four teams. Go through the pointers on the slide. When the class has finished the quiz – reveal the answers. Some discussion should be encouraged at this point.
Activity 2: Creating Quizzes	Show slide 6 . Explain that the children need to create their own quizzes. Encourage them to include questions that have tricky scenarios. *You might choose to demonstrate adding question types in 2Quiz – there are help videos to support children who haven't used it before. Children

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	should save their quizzes and if possible, share to display board you have set up.
Review Success Criteria	Use slide 7 to evaluate success of meeting success criteria. You might choose to ask the children to show with hands how well they felt they met each success criteria.



Lesson 5: Attachments

Aim

- To add an attachment to an email.

Success criteria

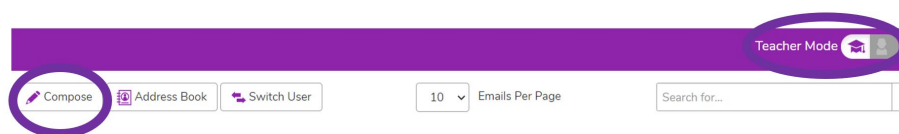
- Children can attach work to an email.
- Children know what CC means and how to use it.

Resources

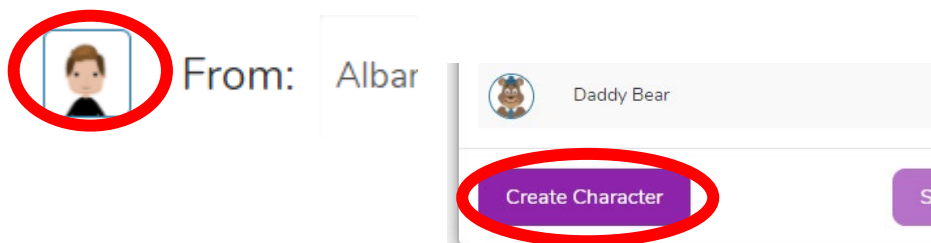
Note: If you have not set the child settings to 'Older' interface, children will not be able to attach work. [See the Introduction section in this document](#) for details of how to do this.

- Children's quizzes from the last session.
- In 2Email, create an imaginary user for the children to email. This could be the prime minister or maybe the Queen specifying that they require an attachment.

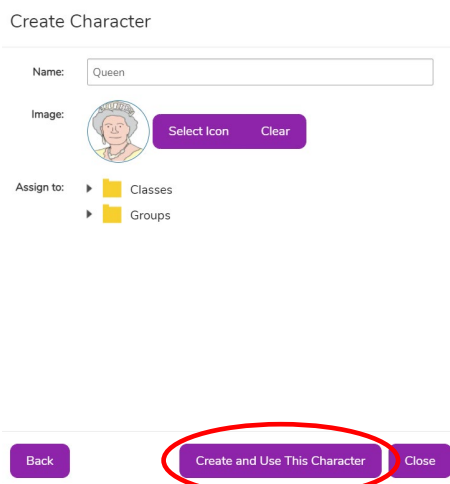
You need to be logged in as a teacher. Switch to Teacher Mode at the top of the screen and then click on Compose.



We are going to change who the email is from by creating a user. Click on the icon next to 'From:' and then click on 'Create Character' at the bottom of the pop-up.



Write the name of the character, select a picture and then click on 'Create and Use This character.'

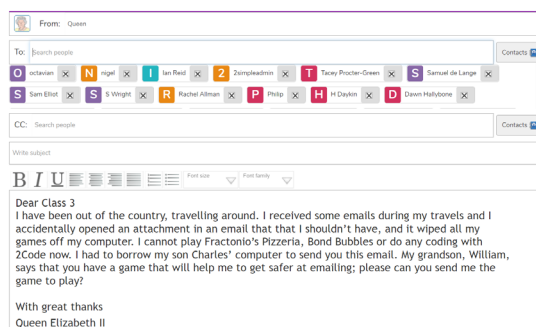


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Send an email to all the children in the class. The text should explain to the children that the Queen wants to find out about email safety by playing your game.



Dear Class 3,

I have been out of the country, travelling around. I received some emails during my travels and I accidentally opened an attachment in an email that that I shouldn't have, and it wiped all my games off my computer. I cannot play Fractonio's Pizzeria, Bond Bubbles or do any coding with 2Code now. I had to borrow my son Charles' computer to send you this email. My grandson, William, says that you have a game that will help me to get safer at emailing; please can you send me the game to play?

With great thanks

Queen Elizabeth II

When the children reply to the email from the Queen it will be sent to your own inbox.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Introduction: Attachments	Display slide 4 . Explain that the children will be replying to an email using the attach file feature and CC. Go through the benefits of attaching files and discuss the user case for CC.
Activity 1: Replying to the Queen	Show slide 5 . Ask the children to open the email they have been sent. Go through attaching their quiz when replying and using CC to share with a few other friends. If time, you might ask the children to practise attachments by emailing and attaching different files they have made to friends in the class.
Review Success Criteria	Use slide 6 to evaluate success of meeting success criteria. You might choose to ask the children to show with hands how well they felt they met each success criteria.

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Lesson 6 – Email Simulations

Aim

- To explore a simulated email scenario.

Success criteria

- Children can read and respond to a series of email communications.
- Children can attach files appropriately and use email communication to explore ideas.
- Children know why the terms CC and BCC are used.
- Children understand when to use CC or BCC.

Resources

- This lesson makes use of the tool within 2Email called 2Respond Creator. If you are not familiar with this tool, which is found on the 2Email page (when logged in to Purple Mash as a teacher), use Section 5 (page 42) of the [User Guide](#) to create a scenario suited to your class topic or an area of interest to the class. The user guide gives some examples that can be easily recreated using the tool. Suggested texts for these are also given in [Appendix 1 of this document](#):

[Dear Zookeeper](#)

[Goldilocks' party planning](#)

[Advice for house building](#)

[Mystery of the stolen Crown Jewels](#)

[Travelling friend in trouble](#)

This format also lends itself to creating emails from: 'Pharaoh', regarding aspects of ancient Egyptian life; emails from 'the future', asking the children about life and news in our times; and emails from a child in a different country with information about their country, asking for contrasting information about where your children live.

The existing 2Respond Activities will give you other ideas, but it will be most enriching for the class to be involved in a scenario in which they are interested or have been studying.

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Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Activity 1: 2Respond	Display slide 4 . Children to be told they have received an email. Teacher to insert information about the chosen 2Respond for their children and explain that they will receive a series of emails.
Activity 2: Extension	Show slide 5 . Children to research the meaning of 'CC' and then 'BCC'. Children could present their finding to the class using a blank slide show presentation or other suitable tool on Purple Mash.
Review Success Criteria	Use slide 6 to evaluate success of meeting success criteria. You might choose to ask the children to show with hands how well they felt they met each success criteria.

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Appendix 1: 2Respond Creator Scenarios

See the [2Email User Guide](#), Section 5 (page 42) for detailed information about creating these scenarios (or others) for your class. This text is merely a suggestion to get you started; please adapt to suit your own class and imagination!

Dear Zookeeper

Letters between children and the zookeeper. The initial scenario is that the child has been sent a pet by the zoo and they have returned the pet. The correspondence follows a sequence where the zookeeper emails regarding faults with the pets and about the next pet being sent to the child.

Email 1

Subject: Feedback request on your pet return.

Attachment: Photo of an elephant with a 'Sorry!' message.

Thank you for returning the pet elephant that we sent you.

I am very sorry that you felt he was too big. He really is a friendly fellow.

Please could you tell us about some of the problems that you had with keeping him as a pet?

We will try to think of a better pet to send you next.

Yours faithfully,

Mr. Zook (Zookeeper of London Zoo).

Email 2

Subject: Your new pet is on the way.

Attachment: Leaflet about giraffes (made using 2Publish), photo of a giraffe.

Thank you so much for your feedback.

Your new pet is on the way to you now. You might want to prepare for her arrival. I have attached a picture of her to this email and a leaflet with care instructions.

Yours faithfully,

Mr. Zook (Zookeeper of London Zoo).

Email 3

Subject: A shorter pet in exchange.

Attachment: A picture of a tortoise.

I am so sorry to hear that your parents were angry about your giraffe breaking the ceilings and windows in your house and eating all the leaves in the neighbourhood. We will be sending your neighbour a new tree as compensation. We are just packaging up a shorter pet for you.

Please could you research what your new pet will need and send us a shopping list and we will buy the supplies for you.

Email 4

Subject: Urgent! Please be careful!

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It has come to our attention that the packages that we sent out got muddled up and that you have been sent a rather dangerous lion in error! Please DO NOT OPEN THE BOX! We are on our way to collect our lion, who was supposed to be on his way to China! If any damage has already been caused, please could you send us the bill and we will fix it. PS If you could throw a raw steak or two into the box, Bernard would appreciate it!

Email 5

Subject: A happier pet.

The text should concern a complaint received about the grumpiness of the camel and a request for a list of desirable characteristics in a pet.

Emails 6+

The number of emails are up to you, but suggested pets include a snake (scary), monkey (naughty), frog (jumped away) and a puppy (perfect).

Mystery of the stolen Crown Jewels

In this scenario, the Crown Jewels have been stolen from the Tower of London. The chief detective writes to children to ask them to assist in the search for the thief; emails could contain clues that the children must use, such as: a dropped map; a discarded train ticket; a shoe (glass slipper?); a photo; a mobile phone with photos on) etc., to suggest who the thief might be, as well as a description of the thief. Ask the children to draw a picture of the thief in 2Paint, attach it to an email and send it back. Also, using 2Publish, ask them to write a news report to be sent to the TV news or for a newspaper's front page.

Travelling friend in trouble

A classmate, who was in school last term, has written to the class as he has been employed by MI5 to track down a vital item. He could send each email while he is on his way to various places – asking for survival tips or giving information – such as the rainforest, the pyramids of ancient Egypt, outer space, the North Pole, a pirate ship, the Moon, inside a volcano or in a war trench. Children need to do some research for him and send back information. Perhaps he is in one place and needs to navigate to another, so children need to research and draw a map for him or work out a route that he could take? Places could be fictionalised or more realistic, but connected to class topics in Geography, ideally.

Goldilocks' party planning

Goldilocks is planning her birthday party and needs some help. Children could be sent a spreadsheet of costs and asked to calculate the total cost of the party. They could be asked to design the invitation using 2Publish. They could design a gift for Goldilocks using 2Design and Make. They could advise Goldilocks on which games to play, what food to serve and who to invite – does the Big Bad Wolf get an invite? He might upset Red Riding Hood and the Three Little Pigs!

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Advice for house building

In this scenario, the Big Bad Wolf is asking for advice about what to build his house out of. Obviously, the first choice is straw, then sticks, then bricks. Can children use 2Design and Make to design a home and then attach the design to an email?

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Assessment Guidance

The unit overview for year 3 contains details of national curricula mapped to the Purple Mash Units. The following information is an exemplar of what a child at an expected level would be able to demonstrate when completing this unit with additional exemplars to demonstrate how this would vary for a child with emerging or exceeding achievements.

Assessment Guidance	
Emerging	<p>With prompting, children can list a range of ways the internet can be used to provide different methods of communication. Using 2Connect (Unit 3.5 Lesson 1) they can identify the disadvantages and advantages of each method.</p> <p>With some support, children can open, respond, and send emails to others in the class (Unit 3.5 Lesson 2) and demonstrate a basic understanding of email conventions and safety (Unit 3.5 Lesson 3 & 4). They are aware of how to attach files to an email (Unit 3.5 Lesson 6).</p> <p>With support throughout, children will use 2Email and 2Quiz to develop their understanding and knowledge of email systems. Using the software, children will create a simple quiz with a limited number of questions (Unit 3.5 Lesson 4) and attach this file in a guided situation (Unit 3.5 Lesson 5) to an email. Children will demonstrate some understanding about how this information needs to be presented (Unit 3.5 Lesson 2).</p> <p>With support, children understand the importance of staying safe (Unit 3.5 Lesson 3) when using email and will partially demonstrate this knowledge during the unit. As part of a small, guided group, children apply their knowledge of email safety through the creation of a quiz on staying safe when emailing (Unit 3.5 Lesson 4).</p>
Expected	<p>Children can list a range of ways the internet can be used to provide different methods of communication. Using 2Connect (Unit 3.5 Lesson 1) they can explain and compare each communication method.</p> <p>Most children will be able to exchange email communications using 2Email. This will take the form of both simulated email communication scenarios and real email communication with their peers. (Unit 3.5 Lessons 2-6)</p> <p>Most children will be able to open and respond to an email, altering the size of the font, as well as the formatting of the text. They will be able to select a person from their address book and compose a suitable email to send them (Unit 3.5. Lesson 2). Children will be able to add attachments to an email they compose and use the CC functionality correctly (unit 3.5. Lesson 5). They will recognise obvious errors such as spelling due to the inbuilt wizard and will use their editing skills to address such errors.</p> <p>Children understand the importance of staying safe (Unit 3.5 Lesson 3) when using email and have demonstrated knowledge of this through the writing of class rules for their conduct when using email systems (Unit 3.5 Lesson 3). Children apply</p>

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Assessment Guidance

	<p>their knowledge of email safety through the creation of a quiz on staying safe when emailing (Unit 3.5 Lesson 4).</p> <p>In lesson 3, children can suggest why they need to seek permission before sharing photos.</p> <p>In lesson 1, children can refer to what they learnt in Unit 3.2 regarding Online Safety when suggesting the way to communicate appropriately online.</p> <p>Children's email messages illustrate that they have taken on board messages about appropriate communication with a regard for their audience. In lesson 3, this forms part of the slideshow discussion., children include this as part of their guidelines for step 5.</p> <p>Most children will be able to evaluate and explain the effectiveness of different methods of communication and collate these in a concept map using 2Connect (Unit 3.5 Lesson 1).</p>
Exceeding	<p>Children can provide a comprehensive list of the range of ways the internet can be used to provided different methods of communication. Using 2Connect (Unit 3.5 Lesson 1) they can explain the benefits and drawbacks of each communication method and provide life scenarios where each one could be used.</p> <p>With ease, children open, respond and send emails to others in the class (Unit 3.5 Lesson 2). They are not only able to demonstrate an understanding of email conventions and keeping safe but can explain why conventions and certain recognised positive behaviours are expected and the possible consequences of not abiding by them (Unit 3.5 Lessons 3 & 4). They know how to attach files to emails and can explain why we must be careful with attachments (Unit 3.5 Lesson 6).</p> <p>Children demonstrating greater depth will exhibit their ability to support others during this unit. Using the software, children will create a quiz and further resources (Unit 3.5 Lesson 4) and attach these as multiple files (Unit 3.5 Lesson 5) to an email in response to a fictional email from a well-known character. Children demonstrating greater depth can justify and explain why they have presented information in the way that they have (Unit 3.5 Lesson 2).</p> <p>Children demonstrating greater depth, understand the importance of staying safe (Unit 3.5 Lesson 3) when using email and can apply these principles to the related aspects of messaging. Children demonstrate their knowledge through taking an active role in the writing of class rules and quiz creation on appropriate conduct when using email systems and can expand on their points to explain their reasoning (Unit 3.5 Lesson 3).</p>

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