

# Knowledge Organiser Booklet

Year 7 Autumn Half Term 1



KNOWLEDGE  
IS POWER 

Name: \_\_\_\_\_

Teaching groups: \_\_\_\_\_

## Contents

- Home learning timetable
- Instructions on how to use a knowledge organiser
- English
- Maths
- Science
- Humanities
- Art
- Music
- MFL
- ICT



Education  
Endowment  
Foundation

+5

months

Research carried out by the Education Endowment Foundation proved that: Homework has a positive impact on average of + 5 months, particularly with pupils in secondary schools.

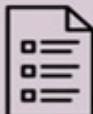
### Home learning timetable

The table below details which days each subject will set home learning on each week. Students will have one week to complete home learning tasks for each subject.

	Monday	Tuesday	Wednesday	Thursday	Friday
All students			Maths	Science Reading +	English Music
7K	Art	Humanities	Land & Environment		
7M	Humanities	Land & Environment	Art		Land & Environment
7C	Humanities	Art			

These knowledge organisers have been created by your teachers to support your learning both in class and for home learning. They are also a valuable revision tool for you to use independently when preparing for assessments. It is important that you make good use of your knowledge organisers by learning how to use them in different ways.

## How to use a knowledge organiser – step by step guide

	Look, Cover, Write, Check	Definitions of Key Words	Flash Cards	Self Quizzing	Mind Maps	Paired Retrieval
Step 1	<p>Look at and study a specific area of your KO.</p> 	<p>Write down the key words and definitions.</p> 	<p>Use your KO to condense and write down key facts or information onto flash cards.</p> 	<p>Use your KO to create a mini quiz. Write down your questions using your KO.</p> 	<p>Create a mind map with all the information you can remember from your KO.</p> 	<p>Ask a friend or family member to have the KO or flash cards in their hands.</p> 
Step 2	<p>Cover or flip the KO over and write down everything you can remember.</p> 	<p>Try not to use your KO to help you.</p> 	<p>Add pictures to help support. Then self-quiz using the flash cards. You could write questions on one side, and answers on the other!</p> 	<p>Answer the questions and remember to use full sentences.</p> 	<p>Check your KO to see if there are any mistakes on your mind map.</p> 	<p>They can test you by asking you questions on different sections of your KO.</p> 
Step 3	<p>Check what you have written down. Correct any mistakes in green pen and add anything you have missed. Repeat.</p> 	<p>Use your green pen to check your work.</p> 	<p>Ask a friend or family member to quiz you on the knowledge.</p> 	<p>Ask a friend or family member to quiz you using the questions.</p> 	<p>Try to make connections, linking the information together.</p> 	<p>Write down your answers,</p> 



**1.1 – Key Vocabulary**

1. <b>Quiver</b>	tremble or shake with a slight rapid motion
2. <b>Miniscule</b>	extremely small; tiny
3. <b>Hollow</b>	having a hole or empty space inside
4. <b>Regurgitate</b>	bring (swallowed food) up again to the mouth
5. <b>Coax</b>	gently and persistently persuade someone or something
6. <b>Scavenged</b>	search for and collect (anything usable) from discarded waste
7. <b>Solitude</b>	the state or situation of being alone
8. <b>Pruning</b>	trim (a tree, shrub, or bush) by cutting away dead or overgrown branches or stems, especially to encourage growth
9. <b>Coppice</b>	an area of woodland in which the trees or shrubs are periodically cut back to ground level to stimulate growth
10. <b>Suspicious</b>	having or showing a cautious distrust of someone or something
11. <b>Felled</b>	cut down (a tree)
12. <b>Soars</b>	fly or rise high in the air
13. <b>Looming</b>	appearing as a vague or shadowy form, especially one that is large or threatening
14. <b>Architecture</b>	the complex or carefully designed structure of something (usually a building)
15. <b>Demolished</b>	pull/knock down or overwhelmingly defeat
16. <b>Chattering</b>	make a twittering (repeated light quivering sounds) or chattering (a series of short, quick high-pitched sounds) sound
17. <b>Dissolve</b>	(with reference to a solid) become or become incorporated into a liquid
18. <b>Buzzard</b>	a large hawklike bird of prey



**1.2 – Character Summaries**

**October:**

Eleven-year-old October – named for the month she was born in (because **“that name flew”**) – lives in the forest with her dad and refuses to see her mum in London. We see all the events through October's eyes (in first person) and watch her grow as a person.

**October's Mother:**

October has a difficult relationship with **“the woman who is my mother”** at the beginning of the story, however, as October matures she begins to realise that her mother really does have her best interests at heart.

**Stig - The Owl:**

Finding Stig near-death at the beginning of the novel is a revelation for October. Like October Stig has a difficult time growing up, but by the end of the story Stig's recovery parallels October's maturity, since **“Stig is strong. Stig is wild.”**

**Kate:**

The **“woman...in black welly boots”** in charge of October and Yusuf as Junior Mudlarks is called Kate. **“Kate is a hawk”** and **“has a ring in her nose like a bull”**. Kate is another character October initially struggles to (but eventually does) trust.

**October's Father:**

Living with his daughter in the woods, October's dad embraces the countryside and challenges his daughter **“Dad lets me drive”** and **“listens properly to my stories”**. Only when he is severely injured - cutting trees - does he begin to feel differently about this situation.

**Yusuf:**

**“off you pop with Yusuf”** is what creates the first link between October and the boy who ends up being her best friend. In spite of his **“skinny knees”** Yusuf loves football and becomes a Junior Mudlark along with October.

**Mr. Bennett:**

**“the teacher”** of October's class, Mr. Bennett is friendly and **“bends down to talk”** to October. In spite of his **“smile”**, October struggles to trust Mr. Bennett. He realises that October and Yusuf will be a great team and gets them to work together and just **“nods”** at them.

**Ms. Everett:**

Headteacher at October and Yusuf's school, Ms. Everett whose **“smile falls off her face”** when October can't shake hands is another unusual adult for October. By the end of the story Ms. Everett is impressed by October and Yusuf's assembly which **“was so popular”**.



### 1.3 – Themes



October's changing life is caused by the marital breakdown between October's father and mother. They choose to live separately, but each cares desperately about their daughter, and wants the best for her.



A huge amount of the story is about the differences between town and country living as, gradually, October realizes the differences between the two environments and what each offers to her as a young girl.



The friendship between October and Yusuf is central to the story and helps us understand how people can change according to their circumstances. There are other examples of friendship in the story.

Throughout the novel October struggles with who she can and cannot trust. Initially, trusting her father completely and refusing to trust her mother at all, she builds relationships with different people as she matures.



October's (and her father's) connection with nature is central to the meaning of the novel and how October finds a balance between her town and country lives. Owls, rivers, foxes and trees are all central to the story.

### 1.4 – Text Types

#### Fiction

#### Non-Fiction

- **Novels:** The novel is a genre, or kind, of literature. It is fiction, which means that the story is invented by the writer. Novels can vary in length, but they are longer forms of fiction than novellas or short stories.
- **Short Stories:** A reduced form of a novel (usually fewer than 30 pages in length), a short story still has many of the features of a novel (characters, themes, settings and so on, just over a shorter length).
- **Plays:** A story written to be acted on a stage; drama.

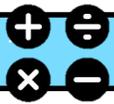
- **Information Texts:** Newspaper Articles; Textbooks; Encyclopaedias; Guides; Leaflets; Posters; Handbooks; Letters; Websites...
- **Persuasive Texts:** Advertisements; Newspaper Editorials; Letters; Magazine Articles; Websites...
- **Advice Texts:** Educational Websites; Leaflets; Posters...

#### Feature of Fiction Texts

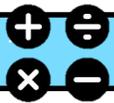
#### Features of Non-Fiction Texts

- **Simile:** A simile is a figure of speech that compares two different things using the words "like" or "as." For example, saying "as brave as a lion."
- **Metaphor:** A metaphor is a phrase used to compare two things by highlighting a similarity between them. Describing a character as "cold" usually allows us to understand their character, not temperature.
- **Personification:** Personification gives human qualities to something that is not human. Like Lewis Carroll's use characters such as the White Rabbit and the March Hare in *Alice in Wonderland*.

- **Direct Language** – Using pronouns like 'you' to engage a reader
- **Anecdotes** – Short, personal stories linked to the topic in question
- **Facts** – Statements that can be proved true
- **Opinions** – Points of view related to specific topics
- **Rhetorical Questions** – Questions that do not require clear answers
- **Emotive Language** – Language that provokes particular emotions
- **Statistics** – Dates; numbers, percentages; ages; number-based information
- **Triplets** – Using three examples to create a specific rhythm in writing



Topic/Skill	Definition/Tips	Example
1. Percentage	Number of parts per 100.	31% means $\frac{31}{100}$
2. Finding 10%	To find 10%, divide by 10	10% of £36 = $36 \div 10 = £3.60$
3. Finding 1%	To find 1%, divide by 100	1% of £8 = $8 \div 100 = £0.08$
4. Percentage Change	$\frac{\text{Difference}}{\text{Original}} \times 100\%$	A games console is bought for £200 and sold for £250.  % change = $\frac{50}{200} \times 100 = 25\%$
5. Fractions to Decimals	Divide the numerator by the denominator using the bus stop method.	$\frac{3}{8} = 3 \div 8 = 0.375$
6. Decimals to Fractions	Write as a fraction over 10, 100 or 1000 and simplify.	$0.36 = \frac{36}{100} = \frac{9}{25}$
7. Percentages to Decimals	Divide by 100	$8\% = 8 \div 100 = 0.08$
8. Decimals to Percentages	Multiply by 100	$0.4 = 0.4 \times 100\% = 40\%$
9. Fractions to Percentages	Percentage is just a fraction out of 100. Make the denominator 100 using equivalent fractions.  When the denominator doesn't go in to 100, use a calculator and multiply the fraction by 100.	$\frac{3}{25} = \frac{12}{100} = 12\%$  $\frac{9}{17} \times 100 = 52.9\%$
10. Percentages to Fractions	Percentage is just a fraction out of 100.  Write the percentage over 100 and simplify.	$14\% = \frac{14}{100} = \frac{7}{50}$



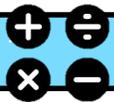
Key Term	Definition
<b>Ascending</b>	Increasing in size (or numerical value)
<b>Compare</b>	To look at two or more numbers and say what is similar or different.
<b>Consecutive</b>	Describing things which follow each other in a particular order.
<b>Cube Numbers</b>	The result of multiplying a number by itself twice. 1, 8, 27, 64, 125, 216, 343, 512, 729, 1000
<b>Decimal Places</b>	The number of digits to the right of a decimal point in a decimal number.
<b>Denominator</b>	The bottom number of a fraction. Must be an integer.
<b>Descending</b>	Decreasing in size (or numerical value)
<b>Difference</b>	The result of a subtraction.
<b>Divisible</b>	One number is divisible by another if it is capable of being divided exactly, without a remainder.
<b>Equivalent</b>	Of equal value.
<b>Estimate</b>	To find an approximate answer to a calculation by rounding the numbers involved, commonly to 1 significant figure.
<b>Evaluate</b>	To find the numerical value of.
<b>Factor</b>	An integer that divides another integer exactly, without a remainder.
<b>Factor Pair</b>	A set of two factors that have a particular product.
<b>Fraction</b>	A number which represents part (or parts of) a whole.
<b>Highest Common Factor</b>	The largest number that divides exactly into two or more numbers.

Key Term	Definition
<b>Minute hand</b>	The long hand points to the minutes past the hour
<b>Hour hand</b>	The shorthand points to the hour. If this hand points between the hours it is the earlier of the two

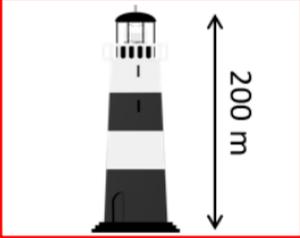
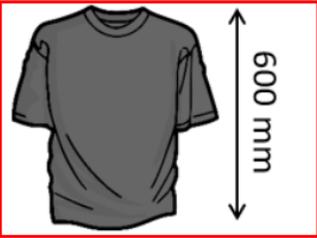
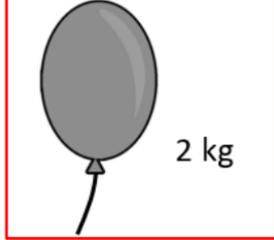
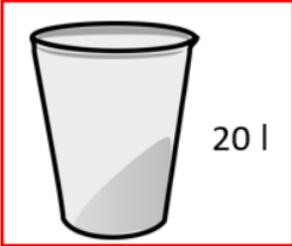
Quarter past 4

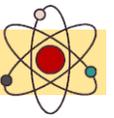


In 12-hour time, the time on the clock would be 4:15 AM (morning) or PM(afternoon).  
In 24-hour time, it would be 04:25 (morning) or 16:25 (afternoon)

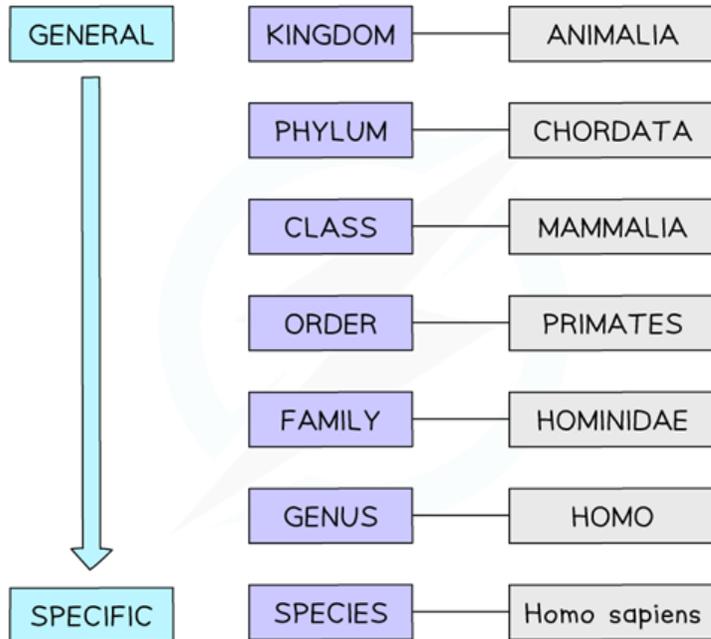


Key Term	Definition
<b>Algebra</b>	A branch of mathematics in which letters are used to represent numbers.
<b>Coefficient</b>	A constant value which multiplies a variable. Always written before the variable.
<b>Constant</b>	A fixed number on its own.
<b>Equation</b>	A mathematical statement in which two expressions with equal values are connected by an equals sign.
<b>Expand</b>	To remove the brackets from an expression by multiplying terms and simplifying as necessary.
<b>Expression</b>	An algebraic expression is made up of two or more terms combined by operators.
<b>Factorise</b>	To rewrite an expression in brackets. Completed by finding the highest common factor, placing this outside the bracket and dividing by this to get an expression for inside the bracket.
<b>Formula</b>	An equation that shows the relationship between two or more variables.
<b>Identity</b>	An equation that is true for all values.
<b>Linear</b>	Contain only variables with a power of one, such as $x$
<b>Simplify</b>	To write an expression or fraction in a more concise form using the rules of algebra.
<b>Solution</b>	The value or values that can be substituted for the unknown in an equation to make it true.
<b>Solve</b>	To find the solution(s) to an equation by isolating the unknown.
<b>Subject</b>	The dependant variable in a formula or equation, identifiable by being on its own on one side of the equals sign.
<b>Substitution</b>	The process by which symbols are replaced by numbers in order to evaluate an expression or formula.
<b>Term</b>	A constant, variable or coefficient and one or more variables.
<b>Unknown</b>	A value that is not known in an equation.
<b>Variable</b>	A symbol, often a letter, whose value can vary.

Key Term	Measure
<b>Length</b>	Length is usually measured in kilometres, metres, centimetres, and millimetres in descending order of units.
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>200 m</p> </div> <div style="text-align: center;">  <p>600 mm</p> </div> </div>
<b>Mass</b>	Mass is usually measured in kilograms, grams, and milligrams in descending order of units.
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>3000 g</p> </div> <div style="text-align: center;">  <p>2 kg</p> </div> </div>
<b>Capacity</b>	Capacity is usually measured in Litres and millilitres in descending order of units.
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>20 l</p> </div> <div style="text-align: center;">  <p>500 ml</p> </div> </div>



### Classification system



Copyright © Save My Exams. All Rights Reserved

### How the classification system works

The first most broad group is at the top, this is very general and are called '**Kingdoms**' which is then separated into plants, animals, fungi, bacteria and protists.

As you move through the classification system the groups become more specific until a species is identified and named.

### Classification

Is the process of sorting organisms into groups based on the similarities between them.

### ID charts

Are clear visual prompts to identify species when carrying out field research. This could include the number of a species or how many different types of species there are.

### Scientific observation

Are detailed observations made and recorded e.g. shape, colour or texture is noted. This is a key scientific skill to be used during a practical or during research.

### Marine adaptations

These are features which allow an organism to survive. Types of adaptations:

**Structural:** are physical features like gills and fins to allow organism to breath in water.

**Behavioural:** are the ways organisms act such as hunting in groups or hibernating.

**Physiological:** are how the body processes allow survival such as frogs containing antifreeze.

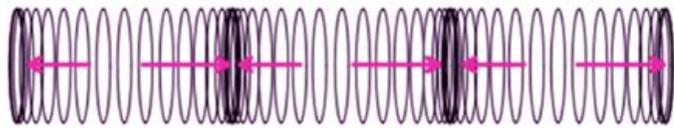


A **wave** is disturbance where vibrations transfer energy e.g. light and sound. The two types of waves include a **transverse wave** where particles move perpendicular (90° degree angles) for example water waves. The other type is called a **longitudinal wave** where particles move parallel (side to side) to each other for example sound.

### Types of waves



Transverse Wave



Longitudinal Wave

### Use of waves

Uses of waves include communication such as TV and radio waves. Marine animals uses waves to create **echolocation**. In marine science **sonar** is used to map marine habitats and shipwrecks.

### Mixtures will involve

**Solvent** – the substance which does the dissolving e.g. hot water.

**Soluble** – the ability of a substance to dissolve such as sugar in tea.

**Solute** – is the substance which dissolves e.g. salt

**Solution** – is the mixture created from a solute dissolving in a solvent e.g. tea with milk and sugar.

### Ecological terms

**Ecosystem** – is the community of organisms living in the same place (habitat).

**Plankton** – a small microscopic organism which produce large amounts of oxygen.

### Forces

A **force** is push of a pull which acts on an object. In water the forces acting include gravity, upthrust also known as buoyancy. When the object is moving there will be thrust and an opposing force called drag.



### 1.1 What is Geography?

#### 1.1.1 Geography



The study of the Earth's landscapes, people, places and environment. Comes from the Latin Geo (world) and graph (to draw).

#### 1.1.2. Physical Geography



The branch of geography dealing with natural features e.g. mountains, rivers and coasts.

#### 1.1.3. Human Geography



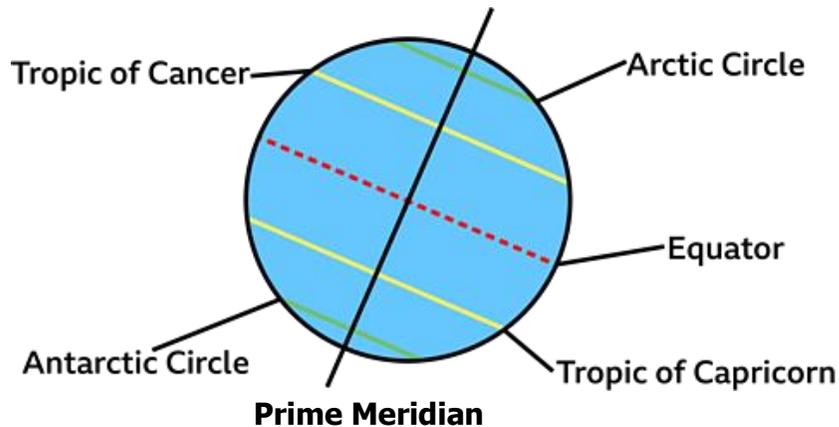
The branch of geography dealing with how human activity affects or is influenced by the earth's surface e.g. trade and population.

#### 1.1.4. Environmental Geography

How people can harm or protect the environment.

#### 1.1.5. Fieldwork

Where geographers



### 1.2 Mapping the World

#### 1.2.1. Lines of Longitude

Vertical lines on an Atlas that run North to South e.g. the Prime Meridian.

#### 1.2.2. Lines of Latitude

Horizontal lines on an atlas that run East to West.

#### 1.2.3. Equator

An imaginary line across the middle of the Earth separating it into two halves.

#### 1.2.4. Northern Hemisphere

The top half of the Earth that is north of the equator.

#### 1.2.5. Southern Hemisphere

The bottom half of the Earth that is south of the equator.

#### 1.2.6. Tropic of Cancer

The Tropic of Cancer is a line of latitude approximately  $23.4^\circ$  north of Earth's Equator. This corresponds to the northern most point where the sun is directly overhead at noon.

#### 1.2.7. Tropic of Capricorn

The Tropic of Capricorn is a line of latitude approximately  $23.4^\circ$  south of Earth's Equator. This corresponds to the southern most point where the sun is directly overhead at noon.

#### 1.2.8. Arctic Circle

A line of latitude approximately  $66.33^\circ$  North, marking the point where for several weeks, the sun does not set.

#### 1.2.8. Antarctic Circle

A line of latitude approximately  $66.33^\circ$  South, marking the point where for several weeks, the sun does not set.

#### 1.2.9. Prime (Greenwich) Meridian

This is a geographical reference line that passes through the Royal Observatory, Greenwich, in London, England. From 1884 to 1974, the Greenwich meridian was the international standard prime meridian, used worldwide for timekeeping and navigation.

#### 1.2.10. Eastern Hemisphere

The area of Earth east of the prime meridian.

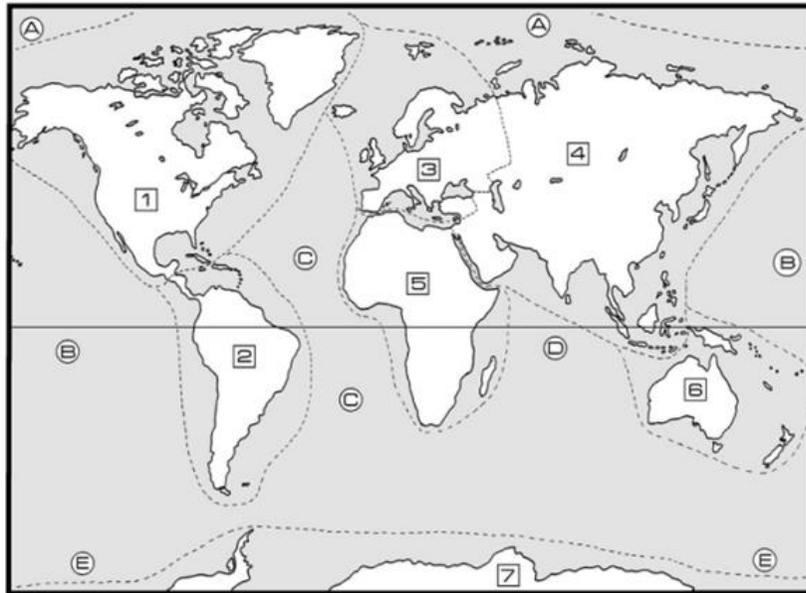
#### 1.2.11. Western Hemisphere

The area of Earth west of the prime meridian.



**1.3 Continents and Oceans**

<b>1.3.1.</b>	1. North America
<b>1.3.2.</b>	2. South America
<b>1.3.3.</b>	3. Europe
<b>1.3.4.</b>	4. Asia
<b>1.3.5.</b>	5. Africa
<b>1.3.6.</b>	6. Oceania (Australasia)
<b>1.3.7.</b>	7. Antarctica
<b>1.3.8.</b>	A. Arctic Ocean
<b>1.3.9.</b>	B. Pacific Ocean
<b>1.3.10.</b>	C. Atlantic Ocean
<b>1.3.11.</b>	D. Indian Ocean
<b>1.3.12.</b>	E. Southern Ocean



**1.4 Mapwork**

<b>1.4.1. Map</b>	Map A diagrammatic representation of an area of land.
<b>1.4.2. Ordnance Survey</b>	The national mapping agency of the UK.
<b>1.4.3. Scale</b>	The relationship between the distance on a map and the corresponding distance in real life.
<b>1.4.4. Golden Rule</b>	When working out 4 and 6 figure grid references use the rule: "Along the corridor and up the stairs"
<b>1.4.5. Four figure grid reference</b>	This shows the place on a map to the nearest square kilometer.
<b>1.4.6. Six figure grid reference</b>	This shows the place on a map to the nearest 100 square meters
<b>1.4.7. Atlas</b>	A map of a large area (can show physical or human features).

**1.5 Our Island Home**

<b>1.5.1. The UK</b>	This is a collection of countries; England, Wales, Scotland & Northern Ireland joined together for mutual benefit.
<b>1.5.2. Great Britain</b>	Term used to describe England, Wales and Scotland together.
<b>1.5.3. British Isles</b>	Collective name for all of the islands including GB and Northern and The Republic of Ireland plus the Isle of Man.



1. The Elements of Music are the basic building blocks of all music.

<b>Tempo</b>			<b>Tempo</b> is how fast or slow the music is played
<b>Texture</b>			<b>Texture</b> is how thick or thin the music is (how many instruments are playing)
<b>Timbre</b>			<b>Timbre</b> is the specific sound an instrument makes
<b>Dynamics</b>			<b>Dynamics</b> are how loud or quiet the music is
<b>Duration</b>			<b>Duration</b> is how long or short the note is
<b>Pitch</b>			<b>Pitch</b> is high and low notes <b>Melody</b> is The tune
<b>Structure</b>			<b>Structure</b> is the layout of a piece

2. Keywords

<b>Pulse</b>	Keeps the music in time. You would naturally tap your foot to it when listening to music (beat)
<b>Chord</b>	Two or more notes played at the same time
<b>Compose</b>	To write music
<b>Ostinato</b>	A short, repeated musical pattern
<b>Duet</b>	A composition written for two performers where each part has equal importance

3. Note Durations

<b>Semibreve</b> 4 beat note	<b>Minim</b> 2 beat note	<b>Crotchet</b> 1 beat note	<b>Quaver</b> ½ beat note	<b>Semi-quaver</b> ¼ beat note

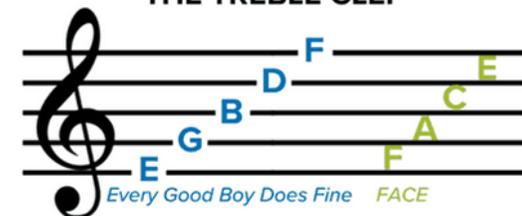
4. Accidentals

	Sharp	A sharp is the note a half step to the right of a given note on the keyboard.
	Flat	A flat is the note a half step to the left of a given note on the keyboard.

5. Note names on the staff

Right Hand (high notes)

THE TREBLE CLEF

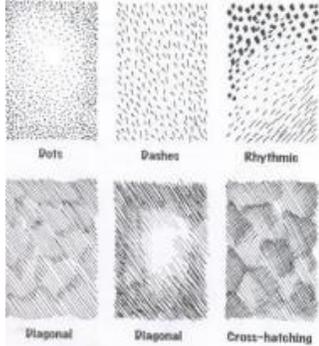




# The Formal Elements of Art

## Line

A connection between one point and another. **Mark-making** describes the different lines we use in our artwork



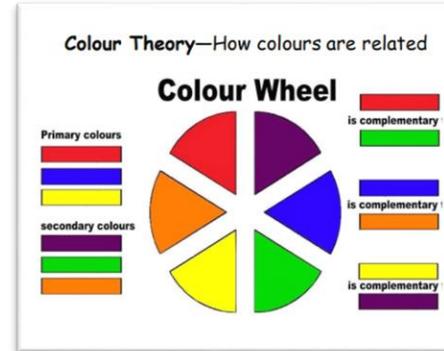
## shape

A two-dimensional area; shapes have height and width but not depth. They can be shown by an outline or by **contrast**.



## colour

**Secondary colours** and **tertiary colours** are made from a mixture of **primary colours**.



## tone

Using light and **shade**.

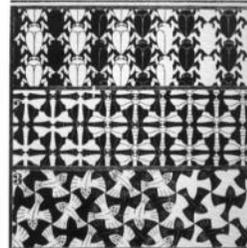


Shading is used to make objects appear 3-Dimensional



## pattern

**Repeated** shapes e.g. stripes, squares, spots, etc.



## texture

Creating an **illusion** of the way an object feels when touched.



### Key vocabulary

Mark-making

Cross-hatching

Blending

Contrast

Primary colours

Secondary colours

Tertiary colours

Shade

Light source

Illusion

Abstract

Still Life

Cubist

Symmetrical

*Artists we will study:* **Vincent Van-Gogh (1853-1890)** *Wheat Field, Starry Night*; **Henri Matisse (1869-1954)** *The Sorrows of the King, The Fall of Icarus*; **Giorgio Morandi (1890-1964)** *Still Life*; **Sonia Delaunay (1885-1979)** *Prismes electriques*; **William Morris (1834-1896)** *Vine, Strawberry Thief, Birds*



<p>Say what my name is. Use the alphabet to spell mine and others' names.</p>	<p>Je m'appelle.....</p>
<p>Use 'avoir' to say what colour your hair is Use 'avoir' to say what colour your eyes are.</p>	<p>J'ai les cheveux..... blonds, marrons, noirs, roux, gris. J'ai les yeux..... Bleus, verts, gris, noirs, marrons.</p>
<p>Use 'avoir' to say who is in a family. Name 5 family members in French.</p>	<p>Dans ma famille il y a ..... ma mère, ma sœur, ma grand-mère, ma tante, ma cousine mon cousin Mon père, mon frère, mon grand-père, mon oncle,</p>
<p>Be able to say how 3 family members are related to one another. Be able to introduce 2 family members.</p>	<p>Voici.....c'est le /la .....de ..... Je te présente ..... mon/ ma ..... EG voici Jane. C'est la sœur de ma mère. EG Je te présente Dave mon père.</p>
<p>Know how to say your age in French. Be able to count to 15 in French.</p>	<p>J'ai ..... ans Un, deux, trois, quatre, cinq, six, sept, huit, neuf, dix, onze, douze, treize, quatorze, quinze.</p>
<p>Name 5 months of the year in French. Know how to say when your birthday is in French.</p>	<p>Mon anniversaire c'est le ..... Janvier, février, mars, avril, mai, juin, juillet, août, septembre, octobre, novembre, décembre Seize, dix-sept, dix-huit, dix-neuf, vingt, vingt-et-un, vingt-deux, vingt-trois, vingt-quatre, vingt-cinq, vingt-six, vingt-sept, vingt-huit, vingt-neuf, trente, trente-et-un</p>



### Summary

Behaviours such as **altering computer data without permission, hacking, cyberbullying and trolling** are considered unethical and harmful in relation to **computer systems**.

Stay safe from **phishing** by deleting unknown email immediately. Do not follow any links contained in the **email**. Instead, **go to the website directly**, and try to log in there.

There are a number of ways to protect against **malware**: install antivirus software and use firewall. Show caution by not opening emails from senders who you do not recognise and not installing **programs downloaded illegally**.

The easiest way to stay safe online is to stay in control of **personal information** given out.

**Resizing images** and **compressing files** reduces the upload and download time when sending email.

**File Explorer** is a software application for managing your files, searching them and navigating around them.

Always choose a **password** that's difficult for someone else to guess. Use a mixture of UPPERCASE and lowercase letters, numbers and symbols.

### Key Vocabulary

<b>Attachment</b>	A file that is sent with an email.
<b>Anti-virus</b>	Anti-virus software scans all forms of storage devices for viruses and, if found, attempts to remove them.
<b>Computer system</b>	Computer system is one that is able to take a set of inputs, process them and create a set of outputs.
<b>Cyberbullying</b>	Cyberbullying involves sending offensive texts or emails, posting lies or insults on social networking sites and sharing embarrassing videos or photos online.
<b>File sharing</b>	The act of sharing files over the internet.
<b>Hack</b>	Gaining unauthorised access to a computer.
<b>Malware</b>	Malicious software created to damage or gain illegal access to computer systems.
<b>Phishing</b>	Trying to trick someone into giving out information over email is called 'phishing'.
<b>Troll</b>	A derogatory name used as a term for a person who posts offensive messages online.

### Email is short for 'electronic mail'

#### Advantages of using email

- Can send to multiple recipients at once
- Can send attachments
- Sent instantly at any time
- Can request a receipt that the email has been read
- Can send and receive email from any web enabled device

#### Disadvantages

- Spam
- Viruses
- Phishing
- Need an Internet connection
- Your message can only be read when the recipient next logs in and checks their mail

### Staying safe online

#### Never disclose

**your name telephone number address or school**

Never accept someone as a 'friend' on social media simply because they claim to know another friend of yours. **Always be cautious about what you say online.**

**Never agree to meet anyone in person that you've only known online.** If somebody does start sending you messages that offend or upset you, tell an adult that you trust.

### Sending an email

**To**  
– enter it here if this email is directly addressed to this person.

**Carbon copy (Cc)**  
– enter it here if the email needs to be seen by this person but is not addressed to them.



**Blind Carbon copy (Bcc)**  
– enter it here to prevent other recipients knowing you've sent it to this person.

### Visit these websites for advice

## Folders, sub-folders & files



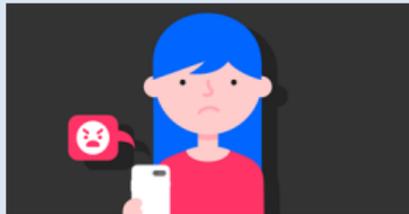
### Malware

This is malicious software which is often installed on a computer without the users knowledge. The **Malware** is often downloaded form an unknown email attachment or form poorly protected websites. Once a computer is infected with Malware is can cause harm by deleting or sharing data and gaining unauthorised access to personal data. There are different types of Malware:

**Virus**—This is designed to copy and spread itself to oth-

### Trolling

Its not always easy to find out who has left a message or comment on a social media post. Sometimes people pretend to be someone they are not. Some who does this is called a Troll and this activity of leaving nasty mes-



### Firewall

A **Firewall** monitors communications going into and out of a computer through the internet. It looks for Malware, any of these communications are blocked by the firewall

### Anti-Virus Software

and prevents the Malware from infecting the computer.

**Anti-Virus Software** protects the computer from **Malware** such are viruses and spyware. The Antivirus software will scan the computer foe Malware.

If any Malware is found the **Anti-Virus** software will safely

### Phishing

**Phishing** is when you are tricked into doing something online. Perhaps giving away user names and passwords, bank details. These are usually emails or links to fake websites and they can be very convincing and hard to spot that the site is fake.

Criminals are becoming increasingly sophisticated and their websites and emails can seem very realistic, especially to the elderly or to someone who is a less experi-

### Cyber bullying

Those who use technology to intimidate and bully others online. This can be on a computer, a laptop, a tablet computer or a smartphone.

There are many different forms that Cyberbullying can take. This could be posts on a social media site or messages directly to the victim on email or text. T he **Cyber bully** aims to cause harm, distress and wants

### Staying Safe

Its important to be I control of the information they give out online. This is the best way to stay safe online.

You should never give out your telephone number, address, school, or accept a friend request from someone who says they know one of your friends, as this may not be true.

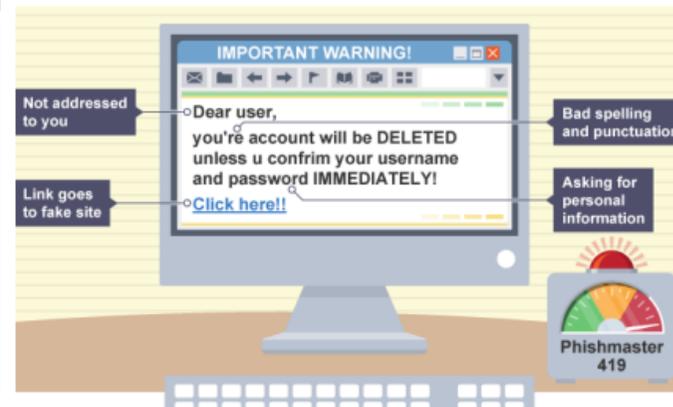
Also always be cautious about what you say when you're online. Never agree to meet someone you've only known online.

**You can get help from:**

**BBC Website  
Childline**

### Key Vocabulary

<b>Anti-virus</b>	Anti-virus software scans all forms of storage devices for viruses (programs harmful to computers) and, if found, attempts to remove them.
<b>Cyberbullying</b>	The bullying of another person using the internet, mobile phones and other digital devices.
<b>Downloading</b>	To copy a file from the internet onto your computer or device.
<b>Firewall</b>	An application that prevents unauthorised connections to and from the Internet.
<b>Malware</b>	Software that is designed to cause harm or damage to a computer. This includes viruses that might damage files, adware that causes pop-ups, and spyware that collects and shares login details.
<b>Phishing</b>	An attempt to gain personal information about someone by way of deception, eg sending an email pretending to be from their bank asking them for their bank details.
<b>Program</b>	Sequences of instructions for a computer.
<b>Trojan</b>	Malware that appears legitimate, but performs some malicious activity when it is run.
<b>Troll</b>	A derogatory name taken from the troll character in folklore and now used as a term for a person who posts offensive messages online.
<b>Zombie</b>	Malware that takes over a computer in order to perform some malicious task.





**Topic Tent Posts**

Working safely

**Key Vocabulary**

- Risk
- Hazard
- Seasonality
- Autumn
- Hedgerow
- Teamwork
- Personal protective equipment (PPE)



This is topic is about keeping safe whilst working outdoors



**Seasonality**

- Our planet has a wobble on its axis which gives us our varying seasons.
- The climate and sunlight hours change and this effects plant growth and animals



**Challenges**

To keep safe working outdoors we continually risk assess



**ID Hedgerow**



**Solutions**

Working together safely means looking out for one another. Help where help is needed. Offer support.

