



Computing

Online Safety

Party Planners



The background of the slide features a festive party theme. At the top, there are colorful bunting flags in yellow, orange, pink, and blue. Below the flags, a wooden wall is visible. On the right side, a table is partially covered with a blue and white polka-dot tablecloth. In the bottom left corner, a green tablecloth with white polka dots is visible. The floor is made of light-colored wooden planks.

Aim

- To use knowledge about online safety to plan a party online.

Success Criteria

- I can discuss what I have learnt about online safety.
- I can communicate my ideas with a group clearly and listen to others' contributions.
- I can use what I know about online safety to plan a party using online methods.

What Have We Learnt so Far?



What can you remember from the lessons we have already done about being safe and responsible online?

- Cyberbullying
- Adverts online
- Keeping information private
- Emailing
- Communication online



What do you remember about what we found out about?

Planners



Today, you will be organising a party!
You are going to use what you have found out to safely
and sensibly plan the party online.



Planners



You will need the following things:

- A **venue** (place)
- Invitations to be sent out
- Food
- Music
- Entertainment
- Themed decorations
- A gift



Think about how you would use the Internet to plan and book each of these things. Record your ideas on your big piece of paper.

Let's Plan

To plan a party using online communication safely and effectively, we will need to consider different elements.

Every party needs a venue.

Choose a venue for the party.
Write an email to enquire about the venue and communicate key details it will need.

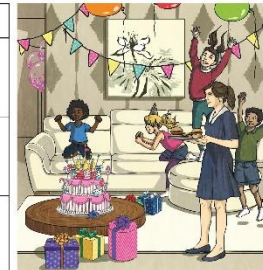
To:
Subject:
From:

Venue

--

Every party needs a venue! Choose the venue you are interested in and write them an email. You will need to tell them when the party is and how many people you are inviting. You will need to ask them if it is available. Remember, you are writing to a stranger, so you need to think about being formal and polite.

Venue	Email Address	Person to Contact
Village hall 	ttvillagehall@twinkl.gov.uk	Arouge Spiers
Sports club 	info@twinkltennisclub.org.uk	Carla Robinson
Play centre 	s.davids@playtown.co.uk	Scott Davids



Let's Plan

Who will you invite to the party?
How will you let them know what they need to know?

Answer the questions to decide what you will include in your invite and how you will let people know about the party.

Invites

Great news, your chosen venue is available! Time to start inviting your guests.

Usually people send a paper invite, but we're going to save paper and send our invites online.

Imagine you have created a webpage for your event.

Do you make the page public (available for anyone to see) or private (only people you add can see it)?

Explain your answer.

What information will you need to include on the invite?

People will need to reply to your invite. Do you need to put all of your contact details on there? Which contact details will you include and why?

te people on there has written the following:



Sara's Birthday Party

Sara Davidson - private event

at Lucy's embarrassing dancing again!

Let's Plan

What food will you have at your party?
What music will people dance to?

Answer the questions to
decide how you will arrange
food and music for the party.

Food and Music

You need something for guests to eat and something for them to dance to.

The catering company you want to use, CakeFace, has a Contact Us button on their page, but you've also seen that lots of people get replies from them when they post comments on their site. Which is the best way to write to them?

Explain your answer.

You can't find the contact details of the DJ, Disco Dan, but he does have a social media page. Write a message that is safe to post on his public page to get in contact with him.



user 243

write your message here...

Let's Plan

You want to have entertainment at your party, but what kind of entertainment will you choose?

Answer the questions to decide which entertainment you will have at your party and provide the necessary details to book them safely.

Entertainment

You need some entertainment. You can choose from:

- the super crafty magician, 'Digits';
- a circus style group called 'Clowning Around';
- or Hula Hoopy Loopy, a hula hoop dancer.

You choose your entertainment and they ask you for a few details. They send you a form which to fill in. Which details should you be wary of handing out to them straight away?

Why?



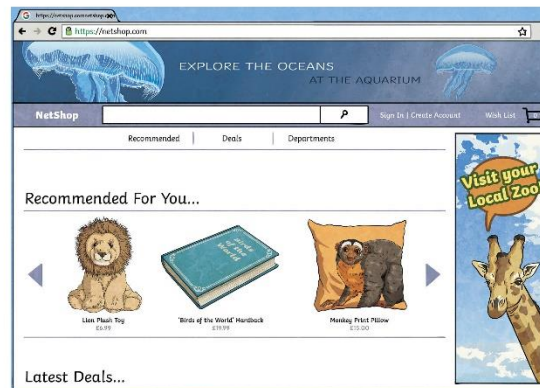
Let's Plan

What theme will you give your party? You want to choose a theme that will suit the person you are holding the party for.

Use the information on your sheet to decide what theme you will choose for the party and create a gift list for people to choose from.

Decoration and Gifts

You would like your party to have a theme. You use a laptop after the person you are holding the party for has used it. As you begin to search for present ideas, you see this page has been left open:



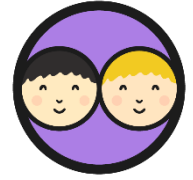
Using what you know about online advertising, what kind of theme are you going to pick for your friend?

Why?

What gifts do you think this person might like to receive? Create a gift list that people who attend the party could choose from.

Explain why you chose these gifts.

Party Planners



Complete your party planning activity. Be prepared to share your ideas with others!



Party Planners Assemble!



Now, it's time to bring your ideas together to complete the party plans.
Share your plans with a member of your family.

- » Do the plans work together well?
- » Do you need to make any changes to different elements to make them work better together?



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