

Children and Families

Woodlands School
36 Dolphin Avenue
Currie
EH14 5RD

Telephone: 0131 449 3447
Fax: 0131 449 3034



Email : admin@woodlands.edin.sch.uk
Website: www.woodlands.edin.sch.uk

Mrs A Lombardo
Head Teacher

1st May 2018

Learning Journals Information and Permissions

Dear Parents/Carers,

We are proposing to introduce an online system of personal learning plans created by Learning Journals. This system enables you to access and comment on your child's ongoing progress in learning throughout the school year. Parents and carers can access their child's profile from home, as long as you have an internet connection. If you do not have an internet connection at home, you are welcome to view your child's profile from within the school.

Security

- Only you and relevant school staff (your child's teachers and Pupil Support Assistants) can access your child's profile using a unique username as well as a password and PIN that you create. Please **do not** share this information with others.
- Any data collected within the profile, including photos, are for **personal use only** and should not be published out with Learning Journals.
- All personal data, including photographs, email addresses and information about your child's progress are stored securely, within the EU.
- Data will be retained for the time your child is a pupil at the school. If/when your child leaves the school for any reason all data will be deleted as part of the leaving procedures by administration staff. If your child moves to a school which also uses Learning Journals their profile will be temporarily archived by Learning Journals and made available once your child starts at the new school.

Yours sincerely,

Angelina Lombardo
Head Teacher

healthyschools+

Edinburgh

Learning Journals Permission

Please complete and return to the school by Friday 11th May

Should you wish to opt-out of the use of Learning Journals or require any further information please contact the school directly.

- 1. I do/do not give permission for photographs of my child to be uploaded to Learning Journals**
- 2. I do/do not give permission for my child's photograph to be included in group images which will be shared on other pupils' Learning Journals**
- 3. I agree that I will not give anyone access to my child's learning journal or the images available**

Name of parent(s)/carer(s): _____

Name of child(ren): _____

E-mail address(es): _____

Signed parent/carers: _____

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