



## **Online Learning Journal Policy**

Mission Statement; It is always our priority to keep an open dialogue with our families. Online learning journals help with this. We understand and respect that families have busy schedules and with technology at our finger tips it is convenient for families to have access to online learning journals. We want our families to feel as connected as possible to their child's learning journey at Little Hearts Preschool.

When signing up for learning journals, we may at times upload videos and photos of multiple children. This means that sometimes children can appear in each other's learning journals.

When parents sign up to a learning journal, they agree not to upload any photos or videos of other family's children onto any social media platforms.

Online learning journeys are designed to be used to inform families on their child's development and as a way of communicating what the children have been getting up to at home and any new interests and or developments.

We will link some of our observations to the EYFS Development Matters and Characteristic of Effective Learning.

There is an app version as well as being able to login online. Parents set their own logins and passwords. Little Hearts Preschool does not have access to this information.

The online learning journals are not a platform to communicate important messages that require immediate attention, nor is it a platform to communicate complaints or concerns. These must be done on a face to face basis or in formal procedure following guidance from our complaints policy.

Staff must not take pictures on their personal devices to upload pictures onto the learning journals. We have a designated device for this purpose. If the device is not on site then we must take pictures.



*Staff Signature Sheet.*

*I have read and understood the policy 'Online Learning Journals.'*

<i>Staff Name</i>	<i>Staff Signature</i>	<i>Date</i>