

[Learning Journals](#) enable you to access and comment on your child's progress in learning throughout the school year. Parents and carers can access their child's profile by [computer](#) or by using the app for [apple](#) or [android](#) mobile devices.

If your child has a Learning Journal Profile from the ECC Establishment, this will be transferred, after you have given permission, to the school.

**For parents in P1** who do not have a Learning Journal Account, please complete this short electronic form: <https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4WjOKVQTctawUZKXCpMFIhK11Guutc6BPMiC9UMjdRM1MwUE9ISTIwNEdYMVJQRVNQMTYzRC4u>

**For parents in P2-P7** who do not have a Learning Journal Account, please complete this short electronic form: <https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4WjOKVQTctawUZKXCpMFIhK11Guutc6BPMiC9UQVNCN1FN0UVOQk9YROk4VOLJQlg2RVpHNS4u>

### **What are profiles?**

Profiles are a positive record of a child's achievements in school, at home and in the community.

Children should have frequent and regular opportunities to discuss and review their learning, and plan next steps with those involved in their education. They should be supported to become aware of their achievements, the knowledge and skills they are developing, and how this relates to the wider world. This continuous process is known as profiling.

### **Why is profiling important?**

Engaging in profiling allows learners to develop a greater understanding of themselves and their learning. It enables them to reflect on relevant experiences and the development of skills that flow from this.

Profiling provides opportunities for children to talk about their learning and achievements with parents and others, and can challenge, motivate and support them.

### **Security**

The [Learning Journals](#) system is very secure. The connection is made using a secure server holding a SSL certificate (meaning the address starts with https and carries the padlock symbol). You will be the only one outside of school that can view your child's profile and you will access it with a unique username as well as a password and PIN that you create.

You are also able to upload achievements from home – we love to see what you all get up to when you aren't at school.

All parents receive log in details when your child starts school with us – you will receive an email with details of your username and a link to our [Learning Journals](#) site. You are required to set up a password, which should be a minimum of 8 characters, include at least one upper case letter and have at least one number. You will then be asked to choose a 4-digit PIN.

If you forget your username, password or PIN or have any difficulties accessing your child's Learning Journal, please get in touch with the school.

## **Observations**

You will receive an email notification to let you know when an observation has been added to your child's profile. You can, however, [login](#) at any time to view new and old observations.

Teachers will update the profiles regularly. Observations will include a mixture of individual, group and whole class updates. This information should provide you with an insight into the learning taking place within the classroom and also on your child's progress towards their personal targets.

Personal target setting for pupils, will be developed over the course of session 2023/2024.

## **Contributing and Commenting**

You have the option to like and comment on your child's observations. The children will regularly view their profiles in school and it is very motivating for them to read comments from their parents/carers.

It is most useful and constructive if comments from parents/carers are brief, positive and reinforce their child's next steps. If the observation leads to a concern or query, staff will be happy to help but parents/carers should contact staff via the school office. All children will be given the opportunity to view their profiles in school regularly using 'Child View' or their 'Child Logins' so please ensure that comments are appropriate for your child to read.

**Please note that teachers will not respond to individual questions or comments from parents, and this communication should always be directed through the school office.**

## **Different types of posts from school:**

For learners in P1-P7, the class teacher will post homework onto your children Learning Journal each week. Each teacher will agree with their class how homework should be submitted.

Each teacher will post, as a minimum, one literacy observation, one numeracy observation, and 2 learning across the curriculum observations each month. These will be whole class posts, and not necessarily specific to your child.

As children become more confident in using Learning Journals in school, we hope that they will independently post more personal comments and updates in their learning, including their personal targets.

Children will post 1 personal target for literacy and 1 personal target for numeracy, and will post evidence of their journey to meeting this target on Learning Journals. Please comment and encourage your child as much as possible.

## **Different types of posts from home:**

### **Wider achievements from home**

On your child's profile you will see a blue button called 'Wider Achievements' at the left of your screen. From here you can add photos and descriptions of your child's achievements outside of school.

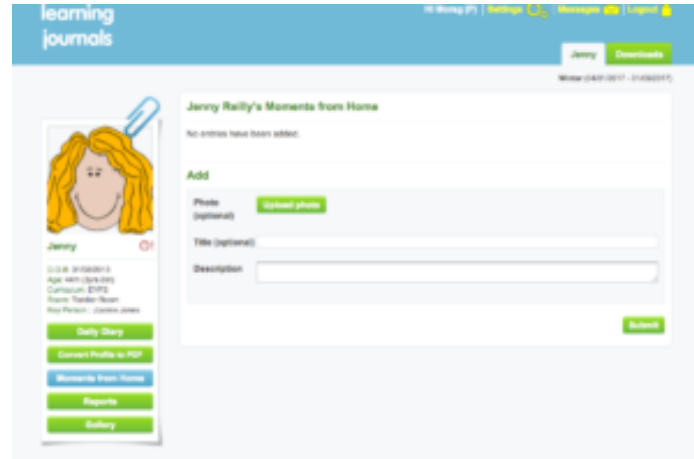
### Completed homework:

Homework will be posted on Learning Journals, and can be submitted to the class teacher by selecting the blue button called 'Completed Homework'

### Learning at home:

If you and your child have completed some learning at home that you would like to share with the teacher or class, then please select the blue button called 'Learning at Home'.

See below:



### Convert your child's profile to a PDF

You have the ability to convert your child's profile to a PDF. To do this, click on the button that says 'Convert Profile to PDF' and follow the instructions. This will generate a document with all of the observations and photos from your child's profile.

### Finally, by signing up to Learning Journals you are:

- Giving permission for photographs of my child to be uploaded to Learning Journals platform.
- Giving permission for my child's photograph to be included in group images which *may* be shared on other pupils' Learning Journals.
- Agreeing that you will not give anyone access to your child's learning journal or the images available.

### Please read the following security information:

- Only you and relevant school staff (teachers and management team) 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.
- If you do not wish your child to be in group images then please contact the school directly.
- 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.

If you have any questions or need any help with Learning Journals, please contact the school office on 01563 538388, or send an email to [ekilmaurs.ps@eastayrshire.org.uk](mailto:ekilmaurs.ps@eastayrshire.org.uk)