SWAY Information Pack

Please find a short note on how to use the online learning journal SWAY.

The benefits:

* You will be able to have a more active role in your child’s learning.
* You will have online access to your child’s learning journey and view their learning experiences at any time.
* Your child’s interests and learning will lead our planning and will be linked to the early years level of the Curriculum For Excellence

Although learning journals are online, they are only shared between you as the parents, your child’s keyworker and nursery management. You will be emailed your child’s unique code to access their SWAY. No one else will have access to your child’s journal and we only store information on your child’s learning and experiences at nursery.

Holy Family Primary and Nursery Class

SWAY Learning Journal Policy

Rationale

Holy Family Nursery is committed to ensuring that parents/carers are kept up to date with their child’s progress in a safe and secure manner which is also informative about their child’s development. We use a variety of methods to gather knowledge about each child to enhance progression and plan individual experiences to promote and enhance children’s learning through Play. SWAY will help to enhance the teaching and learning across all areas of the curriculum and actively involve parents in their own child’s experiences and learning. The children will also have access to their online journals to discuss and reflect on their learning and to ensure their ideas are being listened to. We want our children to be able to use the internet in a safe manner to learn new things. We feel the internet has a lot to offer but we know the importance of keeping your child safe.

Aims

* To use the online learning journals to provide a snapshot of children’s learning and development
* To record children's learning effectively
* To use this in partnership with the child’s Personal Plan to monitor and track progression
* To maintain children’s privacy whilst the system is in use
* To use as a communication tool to involve parents with their child’s learning

Login details

You will be emailed a link to your child’s journal. This code is unique to your child.

Access and permissions

All nursery staff have access to SWAY

The nursery management team will monitor usage

The SWAY programme will be managed by the nursery management team

Parental access to SWAY

A member of the nursery management team will email the link to the parent/carer.

A member of the nursery management team is responsible for ensuring that the correct child/children’s profile link is attached to each parent's email address

If a parent wishes to change their email address, they must complete a new permission form. This should be passed to the NMT to change the parent’s contact details.

Uploading photographs

Each parent/carer will be asked to grant permission for images of their child to be included in photographic evidence for observations of other children. Staff will endeavour to make sure it is only your child which is in the photo but at times they will be alongside another child during their play and learning. If another child is present in the photograph whose parents have not given permission, then the phot will not be uploaded to the leaning journal or their face must be obscured electronically prior to uploading. We request that parents do not screen shot photographs and upload them to social media.

Faults with learning journals

If for any reason you are unable to access your child’s SWAY please inform a member of staff and we will deal with this as soon as possible.

Frequently asked questions

Will parents be given an alternative option if they do not wish to have their child’s images and learning communicated in this way?

Yes, each child has a paper learning journal in which they add any pieces of learning to.

What information will be held?

The information held on the SWAY learning journal will be observations of the child’s learning experiences. This will be used to inform our planning. Personal information such as home address etc will not be available online. These are stored in the original way in the child’s file in the office.

Will this information ever be shared without the parent/carer's knowledge?

As part of the parental contract, permission will be sought to share with relevant educational resources colleagues i.e. as part of the child’s transition process. The information will never be shared with a third party without the parent’s prior knowledge.

Holy Family Nursery Class

SWAY learning journal permissions consent form

Child’s name: …..................................................... Date: ….........................................

Date of birth: ….....................................................

As we move towards the SWAY learning journals online, we are required to ask for your consent in relation to the safety and security of the system as well as some of the aspects of using the journals to their full potential, such as taking and uploading photographs. Please read the statement below and sign as appropriate. Where consent is not given, please put a cross in the box and do not initial it. We will adhere to your wishes and should you wish to opt out of the programme completely, this will be respected as well.

Thank you for your time.

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| --- | --- | --- |
| Area of consent | | Initials |
| Participation | I/we agree for our child’s information and observation to be added onto SWAY learning journal and for our child’s learning journal to be presented in this way. |  |
| Login details | I/we agree that we will not share our unique code with any other person. |  |
| I/we agree to report any breach of security to a member of staff as soon as I/we become aware of it. |  |
| Photographs and photo sharing | I/we agree for our child’s photo to be taken and uploaded to the SWAY |  |
| I/we agree for our child’s photo to be included in another child’s SWAY for example, to show and share group or peer learning. |  |
| Retention and sharing of records | I/we agree for our child’s profile to be shared with colleagues within educational resources i.e. primary teacher, learning support teacher etc. Additional permission will be requested to share with any agency |  |

Signed: …............................................................................. Date: .....................................

Print name: ….....................................................................

Head of Establishment: …..................................................

Please provide an email address below to allow us to share your unique link with you.

Email address:…......................................................................................................................