

Dear Parent/Carer,

In New Monkland Nursery we are moving our communication between home and school to an online system created by Learning Journals to record and share significant points of learning. This system enables you to access and comment on your child's ongoing progress in learning.

Parents and carers can access their child's profile from home online via, app on phone, ipad or computer.

If you do not have an internet connection at home, please let us know and we will continue to use the communication book for your child. The following website will give you more information <https://learningjournals.co.uk/resources/parent-guide/>

Security and consent

- Only you and relevant school staff 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- Any data collected within the profile, including photos, are for **personal use only** and should not be published out with Learning Journals.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 attends New Monkland Nursery

If/when your child leaves for any reason all data will be archived as part of the leaving procedures by administration staff. Data will be deleted.

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.

- For data protection queries please contact Mrs Mary Reid.
- The Data Controller is Mrs Mary Reid.
- Legal basis for processing is that of Consent.
- You have the right to rectification.
- You have the right to complain to ICO.
- Should you wish not to use Learning Journals or should you require any further information, please contact us directly on 01236 794883.

Yours sincerely,

Learning Journals Consent

Please tick each line and sign below to agree to the following statements:

I give permission for photographs of my child to be uploaded to Learning Journals ____

I give permission for my child's photograph to be included in group images which will be shared on other pupils' Learning Journals ____

I agree that I will not give anyone access to my child's learning journal or the images available ____

I agree that I will only use photographs within Learning Journals for my own personal use only ____

Name of Child _____

Parent/Carer Signature _____ Date _____

Please complete the details below to set up your access to your child's learning journal.

Parent/Carer information

First Name | _____

Last Name | _____

Email | _____

Relationship to Child | _____

—

First Name | _____

Last Name | _____

Email | _____

Relationship to Child | _____

Please return to the School ASAP.

Thank you once again for your continued support.

