Faith, Friendship, Honesty, Respect

St Andrew's Padlet Use Policy 2025-2026

"Parents, carers and families are by far the *most important influences in a child's life*. Their support can play a vital role at all stages of their child's education."
Education Scotland Policies for parental engagement and family learning

Rationale
At St Andrew's, we believe that strong partnerships between home and school are essential to supporting children's learning and wellbeing. Digital platforms such as Padlet allow us to share learning in meaningful, accessible ways and help parents and carers understand what their child is learning and how they are progressing.

Scottish education policy highlights that when parents and carers engage with their child's learning, it leads to improved attainment, achievement, and confidence. Padlet supports this partnership by giving families a window into classroom life and learning.

Padlet is endorsed by the local authority and is fully GDPR compliant. Its use reflects our school values of **Faith, Friendship, Honesty and Respect**, and our school motto: **"Good things happen here."**

Purpose
Padlet is used as a digital learning journal and evidence-gathering tool. It allows staff to:
- Capture examples of learning across the curriculum
- Evidence progress over time
- Support assessment and moderation
- Celebrate pupil achievements
- Strengthen home–school communication

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Each pupil will have an individual Padlet with **six curricular sections**. Teachers will ensure that uploads show a **balanced spread of learning experiences across the term**, including literacy, numeracy, health & wellbeing, and wider curriculum areas.

Access and Viewing

Padlets are created and managed by teaching staff and are only accessible to:

- Relevant teaching staff
- The individual pupil
- The pupil's parent(s) or carer(s)

Parents and carers will be provided with a **QR code** to access their child's Padlet. Where enabled by staff, parents may comment on posts to support and encourage learning. All comments are monitored by staff.

Padlets are not public websites and are not searchable online.

Photography and Permissions

Photographs, videos and audio recordings are powerful ways to capture learning experiences. At St Andrew's:

- Parents and carers will be asked to give **written permission** for their child's image or voice to be shared on Padlet
- Only learning-related content will be uploaded
- No full names or personal details will be used
- Images will always be respectful, appropriate, and purposeful

If permission is not given, alternative evidence of learning (e.g. written work, anonymised images, or staff observations) will be used.

Safeguarding and Data Protection

Padlet is endorsed by the local authority and complies fully with **GDPR and data protection requirements**.

- All content is uploaded by staff or under direct staff supervision
- No sensitive personal information is shared
- Padlets are set to private access

- Staff moderate all content

Any safeguarding concerns relating to online content will be dealt with immediately in line with school and authority safeguarding procedures.

Appropriate Use
Padlet is designed to support learning — **it is not a messaging service**.
Parents and carers should continue to use official school communication channels for:
- Questions about learning
- Concerns or issues
- Absences or changes in arrangements

Padlet should not be used to raise concerns or request meetings. This ensures communication remains safe, timely and properly recorded.

Expectations

Staff will:	Pupils will:	Parents/Carers will:
- Upload evidence regularly and meaningfully - Ensure a balanced range of curricular areas - Monitor content and comments - Maintain professional standards at all times	- Use Padlet respectfully - Share only learning-related work - Follow school digital behaviour expectations	- Use Padlet positively and appropriately - Comment respectfully and supportively - Direct concerns through official school channels

Review
This policy will be reviewed annually or sooner if required in line with:
- Local authority guidance
- National digital learning developments
- School improvement priorities

L. Henderson February 2026