



## **Little Swans Learning Journey Policy**

June 2017

Written by: Elaine Boulton Nursery Manager

### **Aims**

Little Swans Day Nursery ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time at the nursery.

It will also show children's developmental progress through the different age bands of the EYFS.

### **Procedures**

- Little Swans Day Nursery uses an online Learning Journey system (Your Learning Journals), allowing staff and parents to access the information from any computer via a personal, password protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of new comments on existing observations and photos – parent log – ins do not have the necessary permission to edit existing material.
- Observations input into the Learning Journals system are moderated by staff before being added to the children's Learning Journey.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.
- The Learning Journey is started once the child starts at the setting and during their first term entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- We will try wherever possible to allocate Learning Journey time per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staffs own time and this could be in their home environment.
- The children's Learning Journey is not used as a general communication tool between nursery and home. A child's Learning Journey is a document recording their learning and

development and parents may add comments on observations or contribute photos or information about activities they have been doing at home.

- Parents have an online daily report they receive each day their child is in attendance at the nursery and this is used as a general communication tool.
- Parents may contact us through the usual channel for any other day to day matters e.g. absence lost property etc.

### **Security**

- The Learning Journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Learning Journey can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.