St Bernadette’s Catholic Primary School

Online Learning Journal Policy

The EYFS (2014) states:

Assessment plays an important part in helping parents, carers and practitioners to recognise children’s progress, understand their needs, and to plan activities and support. Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles, and to then shape learning experiences for each child reflecting on those observations. In their interactions with children, practitioners should respond to their own day-to-day observations about children’s progress and observations that parents and carers share.

St Bernadette’s ensures that all children attending the setting have a personal Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS), to build up a record of each child’s achievements during their time with us.

To help us achieve this in a more productive way, St Bernadette’s uses an online learning journal portal called Target Tracker Link which works in conjunction with our assessment tracking software Target Tracker. This policy sets out our procedures for the safe and effective use of Target Tracker Link and the management of online learning journals, to ensure the system works to the benefit of every child, information is secure and safeguarding procedures are rigorous.

The staff can upload observations, assessments, photographs and videos of the children throughout their time in the EYFS at St Bernadette’s.

This is a completely secure system - only the staff and the child’s parents will have access to the child’s learning journal.

The staff will only use the school tablets to take photographs and edit the observations via the iOS app or from the desktop browser. The tablets are to be stored overnight in a locked cupboard. Staff are only allowed to use the tablets in conjunction with their job role; no personal usage will be allowed.
Procedures

• The Early Years Practitioners will be responsible for the compilation of all children’s Learning Journals.
• St Bernadette’s uses an online Learning Journal portal, Target Tracker Link, 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 views of new and existing observations and photos of their child.
• All observations are regularly moderated by the EYFS Phase Leaders before being added to the Child’s Learning Journal. Any inappropriate observations will be removed.
• Parents logging into the system are only able to see their child’s Learning Journal.
• Parents are asked to sign a consent form giving permission for their child’s image to appear in other children’s Learning Journals.
• In the instance where a parent does not give permission for their child’s photograph to be used, staff will ensure that every possible measure is taken to not include the said child in photographic evidence, with the exception of their own photos for their own journal.
• New observational entries to a child’s Learning Journal will be uploaded within the week of the observation being made.
• Target Tracker Link is not used as a general communication tool between home and school. A child’s Learning Journal is a document recording their learning and development.
• Please find the link to the Target Tracker EYFS and Primary Student Data Policy Statement on the school’s website.

Staff Agreement

All staff using the system will adhere to a Staff Agreement where they shall:

• Only use devices supplied by the school for their intended use and in line with their role as an employee of St Bernadette’s.
• Not download any images or information to personal computers/tablets/mobile phones.
• Not use devices for personal use.
• Not allow family members to use devices.
• Not share the information stored with anyone other than the manager and EYFS staff.
• Ensure that log in details remain confidential to themselves.
• Ensure they are logged out when not in use.
• Ensure that devices are only used to access the internet via a secure network.

Parental Restrictions:

Photos or videos including other children or staff should not be shared with anyone other than the Target Tracker account holder. Parents are prohibited from sharing images or videos from Target Tracker containing their child or other children to any social networking site or via email or text. Parents sign an agreement to say they will adhere to this.