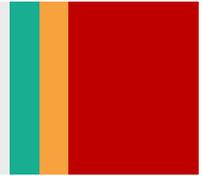


Waddington Redwood Primary Academy

Redwood Drive, Brant Road, Waddington, Lincoln LN5 9BN



30th November 2018

Dear Parents/Carers,

This year, we are introducing an exciting new way to share your child's learning during their time in Reception. This system, called an 'Online Learning Journal' will enable staff to take photographs and make written observations of the activities your child does at school. You will then have access to this information (by accessing the Eazmag parents' website and entering a secure password to log in) so you can celebrate this learning at home too. The system we are using is called 'Eazmag' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to eazmag will be added to our school account and can only be viewed by the school staff that use the system, and also yourself, using your own log in details. The eazmag admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue).

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work together but will not be named. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals. Once the Learning Journal is set up, it is crucial that you do not share photos from your child's book on social media or through other online platforms. The photographs and observations taken and uploaded to Eazmag by the school are the property of Waddington Redwood Primary Academy and you do not have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

Broadening Horizons

Tel: 01522 721156 **Fax:** 01522 723672

E-mail: enquiries@redwood.lincs.sch.uk **Website:** www.redwood.lincs.sch.uk

Headteacher: Mrs F Kent BSc (Hons) QTS NPQH



We are very excited about introducing this system to our school and would like you to access it as soon as possible. Attached to this letter is a permission and information slip to allow us to set up an eazmag account for your child. Please read this very carefully before signing and returning it to your child's teacher as soon as possible and no later than Friday 7th November. You will be given your account details as soon as we have your permission slip back.

Yours Sincerely

Katrina Lyons

Early Years Leader



Waddington Redwood Primary Academy-

An Online Learning Journal Permission Slip

Please return this slip to your child's teacher as soon as possible, and no later than Thursday 22nd November

Child's Name: _____

Please read carefully before signing. If you have any questions or comments please speak to your child's teacher.

- I give permission for an Online Learning Journal to be created and maintained for my child.
- I give permission for staff Waddington Redwood Primary Academy to take photographs of my child to be used in their online Learning Journal.
- I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that particular photo but my child will not be named.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included.)
- I agree to keep my login details safe and secure.

All Parent/Carer/s that will be linked to the account need to sign below:

Name:

Signature:

Date:

