

Dear Parents,

You will hopefully have received an invitation via email asking you to confirm that you would like to play an active role in contributing to your child's learning e-portfolio. This is easy to do and involves clicking on the link in the invitation email and registering.

Below is some information about how the 'Family Observations' system works. This feature allows you take photos of your child's learning that might happen at home or when you are out and about and send it into their teacher. For example your child may be learning to swim or ride a balance bike, they may attend a club or love caring for a pet. All things that we may not know about in school, but are huge steps in their learning and development. It may be something as simple as writing their name in a greetings card, counting the cake cases as you bake together or joining in with their favourite story at bedtime.

As parents you see your child learn and develop each day, as their first and most important educators we are keen for your contributions towards their learning journeys from Nursery through to Reception. All you need to do is send your photos by attaching them to an email with an brief description of what happened or what the child said, or infact anything you feel is relevant, to this email address;

[inbox@2buildaprofile.com](mailto:inbox@2buildaprofile.com)

This feature of our data capture system is very new and we are keen for all of our parents to 'have a go'. If you have any questions, please ask your child's teacher. If you have not updated your email address please pop into the main school office to do so.

I am very excited about this as I know from speaking to many parents personally that our children do so much outside of school with their fantastic families that we need to celebrate their learning as a team, with, as always, our special children at the centre of everything we do.

On behalf of myself, Mrs Munns and Mrs Worrall, we look forward to receiving your 'Family Observations'.

Kind Regards

Mrs Kidd

# Family Observations

The **NEW** Family Observations feature lets learners' parents and family members take an active role in contributing to their child's portfolio!

## Key Features:

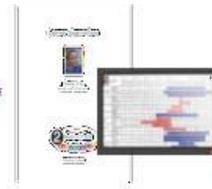
- Parents can submit photos to an email address (as above).
- Once the observations are sent, they are to be approved by teachers before they are entered into the learner's observation portfolio.
- During the approval process, teachers can read parent comments, add comments of their own and add framework objectives.



Parents email observations to the school



Teachers approve and enhance the observations



Approved observations feed into reports and portfolios

## How to submit a family observation?

Any parent that is registered by confirming on the initial invitation email, can then email **inbox@2buildaprofile.com** directly with photos sent as an attachment and a relevant comment written in the email explaining the learning or experience. The observation will automatically be allocated to the correct child. (In the case where more than one learner is associated with an email, the email should contain the name of the child in the subject. For example parents with twins.)