



# Stretton Pre-School

## Footsteps online learning journals

At Stretton Pre-school we ensure that all children attending the pre-school 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 the child's interests and achievements during their time in the pre-school.

Our aim is to provide an online journal of every child's personal development, to understand their level of achievement, interests and learning styles and then to shape their learning experiences for each child reflecting on those observations to illustrate children's development progress through the aging and staging of the developmental matters and characteristics of effective learning.

Each child will have a key person allocated to them who will be responsible for the compilation of children's learning journals.

### Procedures

- Stretton Pre-school uses a secure online Learning Journal system called and referred to as Footsteps which allows staff to access the information via a personal password protected login
- Staff access allows input of observations and photos or amendments of existing observations and photos
- Observations added to the Footsteps system are monitored by the Site Supervisor before being added to the child's Learning Journal
- Before each child's Learning Journal is set up, parents are asked to put in writing any requests for their child's image **not** to appear in other children's Learning Journals.
- The Learning Journals are started once the child has started pre-school and all consent forms have been signed and completed.

### Security

- The footsteps online Learning Journal system is hosted on a dedicated server based in the UK - it is backed up by our current Parenta system.
- Access to information stored on Footsteps can only be gained by personal login details and password.

- Staff members sign to agree not to use/access the system at home or outside of pre-school for personal use. If found abusing the system, the staff member could face instant dismissal from pre-school.

This policy was adopted by	Stretton Pre-School
On	<hr/> 6 October 2016
Date to be reviewed	<hr/> Annually
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Sarah Morris
Role of signatory	<hr/> Chair person
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