Dear Parents or Carers,

***School 360 observation tool and School Readiness Passport***

We would like to inform all parents that we collect observational evidence in our Early Years settings through a Northumberland County Council observational tool on a secure school site called School 360.

Lots of Early Years settings are using Early Years online learning journals to collect observations of children to support their judgements on where children are in their learning and to help identify the next steps. This requires us taking photos of your children playing and working in their class and assessing their activities and tasks.

As a school we take confidentiality and safeguarding extremely seriously. Each child will be allocated their own individual log in. You and your child can use this log in to access their assessments, add your own information from home and access learning materials on the site. Please keep these log in safely and if you misplace them or are concerned at all please contact school immediately.

Parents and children in the rest of the school already access learning through the School 360 site.

We would also like to inform parents that to ensure effective information gathering and information sharing takes place, St Michaels Church of England Primary also use The Northumberland School Readiness Passport. This allows us to assess whether your child’s learning is on track and what their next steps in their learning journey will be. Please feel free to contact us for more information or read the attached information.

By signing below you agree to consent to the use of Northumberland Schools Readiness Passport and to our collection of observational evidence using the School 360 observational tool.

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I have understood the use of School 360 for the collection of evidence for my child’s learning journey so I give permission for my child’s observational evidence both written and photographic to be collected which will occasionally mean being included, but unnamed, in other children’s observations. I have also had explained the Northumberland School Readiness Passport for my child and I give consent for its use for information gathering and information sharing. I have seen the information sheet ‘How we handle your information’

(I understand that my consent to this information can be withdrawn at any time by contacting the setting, who then have the responsibility of contacting the Council. For further information about the School Readiness Passport please read the full Northumberland School Readiness Passport

Privacy information available [here](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf).

<https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf>

Parent/Carer of: ………………………………………………………

Signed: …………………………………………………………………

Date: ………………………………………………………………………………….