

Dear Families

Thomas Wolsey Ormiston Academy subscribes to Earwig Academic Timeline software. This enables school staff to capture, ·in photos, video and documents the achievements and special moments which make up a typical school day, whether these take place in the classroom, elsewhere across the school site or when out and about on educational visits.

Not only does the software provide the school with an important record of your child's achievements for assessment purposes, it provides you, as the parent an opportunity to share in the everyday experiences and achievements of your child easily and regularly from your phone, tablet or laptop.

In order to access your child's timeline, simply provide us with the email address you would like to receive communications through, and return it to school as soon as possible. You will then receive your login details by email directly from Earwig. Generally, Earwig wait for a few weeks after your child starts school before sending this out to allow teachers time to post a few records to your child's account. Please watch out for the 'set up' email which sometimes falls into the junk folder. Periodically, Earwig will send you a reminder email to let you know that new records have been added.

Please be aware that the software also allows parents to create records of achievements  and special moments at home. We encourage parents and carers to take advantage of it as we find photos and videos from home are highly motivating for pupils. They offer staff a great way in for communication exchange and social interaction. The records also provide us with an insight into how well pupils might be applying their new-found skills in the home environment or allow us to see skills they are displaying at home that we have yet to observe at school. This information forms part of the home-school dialogue that ensures your child is happy, engaged and thriving in the school environment

We would like to reassure you that the 'Earwig' platform is a closed user group; your child's timeline is *only* accessible by you and school staff. Other parents/carers are not able to access your child's timeline. Logins are tightly controlled by school and only members of the school community have access to the 'Earwig' platform. Access is not available publicly.

Anyonline platform which handles images of children must be very aware of its child protection responsibilities. To find out more about Earwig's   Child Protection Policy or about the service in  general, go to [www.earwigacademic.com.](http://www.earwigacademic.com/)

\*You are entitled to request that your child does not participate in this facility. In this case, their names will be removed from the system and no photos will be associated with them, anywhere on the Earwig database.

**TO BE RETURNED AS SOON AS POSSIBLE**

I have received details regarding 'Earwig Academic Timelines' and I give my permission for the school to use this software package to record my child's achievements.

Signature......................................................  today's date...................................

I would like to access my child's timeline and would like the login details to be sent to the following email address:

Parent Name: .....................................................................................

Email address: .....................................................................................