

IMPORTANT NOTE FOR KINDY GOLD FAMILIES

5th March 2018

Dear Parents,

In preparation for our Two-Way Interviews this term, we are granting access for you to be able to view your child's work samples and social learning progress - showcased in their own **personal digital portfolios**. These portfolios have been created using Fresh Grade - the digital platform which was discussed with you at the Parent Information Evening at the beginning of the year.

As a result of creating digital portfolios, the Two-Way Interview will run a little differently. **Prior to the Two-Way Interview day**, you are asked to **log into your child's personal digital portfolio on FreshGrade** to view their work samples **at home** with them. This will give you a wonderful opportunity to sit one-on-one with your child to view and talk about each learning experience and to gain an understanding of some of the learning opportunities that have been taking place in Kindy. Some files will also need to be downloaded, which is another reason why the portfolio will need to be viewed at home, as downloading files to view in the interview will take longer than we have time for in 15 minutes.

You are able to view the portfolio once you receive **an email from Fresh Grade** asking you to **create a password** for your child's account. **Follow the link** on your email to create your password **then log on to your child's account** with your new password. You will require an internet connection to do so as this is an **online portfolio**.

Each child's portfolio is completely **private and secure** and can only be viewed by logging into their account. The only other people that have direct access to the portfolio is myself as classroom teacher, our education assistants and the leadership team.

Once you have viewed your child's portfolio you have the option of providing feedback through a comment. Please keep these comments short, **positive** and constructive, ensuring that it is **targeting a particular task or skill**. We really encourage you to use **the comment function**, as your feedback is valuable and will of course be greatly appreciated by your child. Should you wish to provide some feedback to staff, please feel free to do so **via email**.

Throughout the Two-Way Interview, we will be discussing your child's learning and reflecting on their experiences throughout the term.

HOW TO GET ONTO FRESHGRADE

- 1. Check your email - you will receive an email from Fresh Grade, with the link to "Create Account."**
- 2. Create an account.**
- 3. Accept the invitation to the portfolio.**
- 4. Look, listen and enjoy your child's portfolio together.**

Your access to Fresh Grade will be active from **Monday 5th March 2018**. **You will have open access to your child's portfolio for the remainder of the year.**

Should you experience any difficulties accessing, creating your account or password for Fresh Grade, please do not hesitate to contact us and we will be happy to assist you.

We hope you enjoy viewing the portfolios with your children.

Kind regards,

Mrs Tracey Poinen
Kindergarten Teacher

