17th March 2020

Dear parent/carer,

You will be aware that Villa Real School has provided you with a login to the Earwig system for recording pupil/student achievement in school and sharing this with parents.  No doubt, you will have been logging in to get a better insight into some of the great things that we do with our pupils/students during the school day and, maybe, adding a comment from time to time.

We have now added a further facility to our Earwig package to enable parents to contribute even more to this process.  When you next log in, you will see that you have an additional button for each child, titled PARENT OBSERVATIONS.  You can use this to add you own images and video clips to your child’s Earwig record in the school.  These will help teachers, therapists and other school professionals to get a more rounded picture of each child’s learning environment and progress and helps us to set appropriate targets for them in future.

It’s very, very easy to do.  You take a photo or video clip (up to 2 minutes worth) then use the same device to log into Earwig (or put the images on that device). Click on the PARENT OBSERVATIONS button, upload the images or video and add a title and your commentary, to tell us all about whatever you are recording.  The school will be notified and you will see on the record in the timeline exactly when it was seen by the teacher.  You can do this as often as you like.

This facility will be particularly valuable in the current situation as it is possible that the school will close for a time at some point.  If this happens, then we would like to be able to email you with suggested activities for your pupils, to maintain their educational momentum, and to ask you to record some of these so that we can keep in touch with their progress and they can know that we remain interested in what they are doing.

If you have forgotten your Earwig login, remember that the username is your email address.  If you can’t remember your password, just click on ‘Forgot Password’ at [www.earwig.uk.com](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.earwig.uk.com%2F&data=02%7C01%7Cl.burns300%40durhamlearning.net%7C6132e595b71d4138383708d7c9c04b47%7C45dfff5283644d73bf3a8f98bdf10d87%7C0%7C0%7C637199700063252369&sdata=%2Bq7EK639HY%2BkmMaxhiKnZq792q2EIp9UwE0dQjMKsOA%3D&reserved=0).

Yours Faithfully,

Earwig