



**Dear Parent/Carer,**

We're using a new system called Evidence Me that will allow us to share what your child is doing in school and for you to share learning from home.

**With Parent Share in Evidence Me you will be able to:**

- View reports (complete with photos) via the app or web suite, showing you what your child has been learning and the new skills they are developing in their focus week.
- Send us your comments and feedback by simply adding them to the reports which will help our staff to support your child more effectively in the classroom.
- Upload things that your child has done outside of school that you think the staff would like to see e.g. climbing apparatus at the park, cooking, singing songs, sharing with their friends etc.

**How to access Evidence Me:**

- Download the free app (Evidence Me – 2 Simple)
- Open the app on your device
- Enter your email and password (the first contact email you provided with the school)
- Password (use this space to note it)
- Tap 'Login'
- The following pop-up message will appear:
- "Evidence me" Would Like to Access the Camera – Tap OK
- "Evidence me" Would Like to Access the Microphone – Tap OK
- Would you like to save this password to use with apps and websites? Please Note: If you are using a shared iCloud account we would recommend clicking Not Now
- Do you want to set a PIN? We recommend that you select OK to keep your app secure
- Press OK

## Creating a Parent Observation within the app:

For each Parent Share observation, you can add evidence. This could be anything you are proud of that your child has achieved e.g. riding a bike, sharing with a sibling, creating an art masterpiece, re-telling a story, performing a dance etc.

Tap on one of the below icons on the app on create screen to start your observation.



1. The photo will be instantly captured
2. Edit your image using the image edit features – Please Note this feature will only appear if you have switched on Enable Crop Screen in the Settings area of the app
3. Tap Done in the bottom right-hand corner
4. Select Tap to Edit

TOP TIP: Your observation will automatically appear on your recent observations bar so you can always edit it at a later date.



1. The video will automatically start recording
2. Click on the stop button to stop the recording
3. Click Tap to Edit

TOP TIP: Your observation will automatically appear on your recent observations bar so you can always edit it at a later date.



1. Your device gallery will instantly open
2. Select the image(s) you would like to upload (max 10)
3. Click Select in the top right-hand corner

PLEASE NOTE: If the video is saved in a special new “high-efficiency multimedia format” in the iOS gallery, then the video won’t play (only sound).

Here is how you can switch off this new format open Settings:

1. Open the device settings
2. Scroll down to Camera
3. Tap Formats
4. Tap Most Compatible

## Viewing Teacher Observations

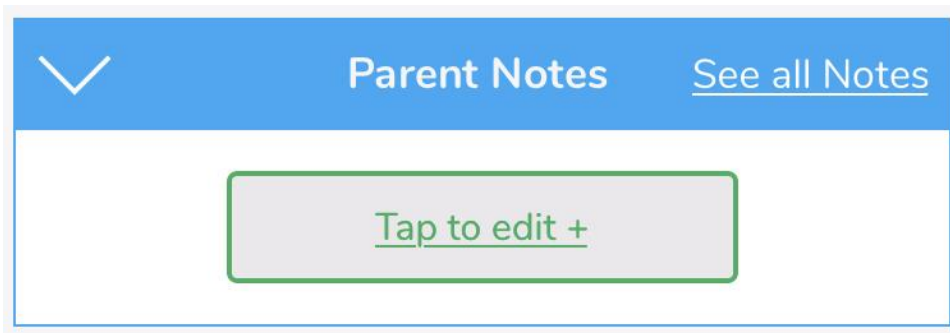
You will receive an email notification every time an observation is uploaded to the app for your child. By clicking on the link within the email notification you will automatically be taken to the new observation within your Evidence Me App. This will happen the week of or after your child is a focus.

PLEASE NOTE: If you do not receive the email notifications please check your spam/ junk folder and mark [noreply@evidence.me](mailto:noreply@evidence.me) as safe.

You can view Parent Share observations at any time by opening the Evidence Me App and tapping Observations on the quick-access bar in the bottom left-hand corner.

## Add Parent Notes

You can add notes/ comments to any observations by tapping **Tap to edit +** under the **Parent Notes** area of the observation. Type your note and click **Back** in the top left-hand corner for your notes to be automatically saved to the observation.



## What will happen next?

You should have received an email from [noreply@evidence.me](mailto:noreply@evidence.me) asking you to confirm that you would like to participate. Make sure you check your spam/junk inbox as sometimes emails can get lost in there.

If you have any questions or need any additional information, please contact the school directly at [info@kilmore.lewisham.sch.uk](mailto:info@kilmore.lewisham.sch.uk) FAO either your class teacher or Ashleigh (Assistant Head of Early Phase).

**We look forward to supporting you and your child and are excited to see the observations, photos and videos you upload from home. It is expected that you do this the week they are a focus but it would lovely to see as many as you are happy to upload throughout the year.**

Please visit <https://help.evidence.me/evidence-me-help-for-parents/> for further information and guidance.

Kind regards

Ashleigh Blackwell

(Assistant Head of Early Phase)

Evidence Me and Parent Share are provided by 2Simple Limited.

You can find out more about 2Simple by visiting [www.2simple.com](http://www.2simple.com)

