

[Insert name of recipient and address here (optional)]

Dear Parent / Guardian,

Information on Transitioning to School

It may seem a long way off, but as your child progresses through this year, planning for a positive start to school to support the continuity of your child's learning and development is important.

To make it easier to share information between you, services and your child's future school, a Transition Learning and Development Statement (TLDS) will be written about your child. The TLDS will summarise your child's interests, skills and abilities. I will also include specific ideas and strategies to tell your child's future school more about how your child learns and how the school can help your child settle into school.

You will be invited to add your ideas about your child in a section of the TLDS. Your contribution to your child's TLDS is highly valued and will help the school get to know you and your child.

From 2018, your child's TLDS will be completed, shared and stored using an online tool hosted on the *Insight Assessment Platform*. All information hosted on the *Insight Assessment Platform* is stored securely within Australia.

The *Insight Assessment Platform* is already in use in all Victorian government schools. It hosts assessment records and allows schools to create an enduring record of your child's learning and development. Some Catholic and Independent schools may also receive your child's TLDS via the *Insight Assessment Platform*, or they will receive a paper-based or electronic copy from our service.

The Department of Education and Training (the Department) contracts some of its functions to external service providers. Where this occurs, data security measures are required by the Department as part of the contracting process. The Department has conducted a privacy impact assessment of the *Insight Assessment Platform* to ensure compliance with the Department's Information Privacy Policy and relevant privacy laws www.education.vic.gov.au/Pages/privacypolicy.

An *Information sheet for families* is attached to give you an overview of how our service will be supporting a positive start to school for your child including more information about the TLDS. You will also receive more information about Transition to School later in the year.

If you would like to discuss the use of the TLDS to share information about your child or the use of the online *Insight Assessment Platform*, please talk to [insert name of early childhood educator].

Yours sincerely

[Name of early childhood educator]

[Day] [Month] [Year]