

### **EARLY CHILDHOOD**

### **ONLINE TLDS: QUICK GUIDE TO INFORMATION SHARING**

The chart below is intended as a quick reference. Further information and support resources are available on the <u>Transition Learning and Development Statement</u> webpage and within the Transition: A Positive Start to School Resource Kit

# STEP ONE

### Introduce families to Transition: A Positive Start to School (Early in the year)

- Go to the Department website at: Transition resources for families
- Download the <u>Introduction to Transition Information Sheet</u> and accompanying <u>Family Letter 1</u>
  (Translated versions are available at: <u>Translated resources</u>)
- If any families are concerned about using the Insight Assessment Platform (IAP), make a record or note their name down for follow up prior to writing an Online TLDS for their child later in the year.

# STEP TWO

### **Before you commence writing TLDS**

Follow up with families expressing concern about using the Online TLDS on the IAP to discuss the benefits and the online security/privacy measures in place.

No concern about the Online TLDS

### **Family still has concerns about Online TLDS**

If after explaining the benefits of the Online TLDS, families still do not wish to use it, email the Department at <a href="mailto:psts@edumail.vic.gov.au">psts@edumail.vic.gov.au</a> for further advice.

# STEP THREE

### **Write TLDS**

- Commence writing Section 1, 1.1 and 1.2 (if applicable) of the Online TLDS. Log on at: Online TLDS
- Provide families with <u>Guidelines to help families complete the TLDS</u> and the accompanying <u>Family Letter 2</u> (Translated versions are available at: <u>Translated resources</u>)
- When Section 1 is complete, provide families with a printed or electronic copy of their child's TLDS and invite them to contribute to Section 2: The Child and Section 3: The Family

# FOUR: SHARING THE TLDS WITH THE SCHOOL & OSHC

STEP

Parent/Guardian does not notify service that they wish to opt out of sharing the TLDS

Educator completes TLDS Section 4 declaration that:

- the child's parent/guardian is aware that the TLDS will be shared with their child's school and OSHC service
- the child's parent/guardian has received the completed TLDS

Service provides complete copy of TLDS to parents/guardian

Share the TLDS with the school using IAP and if applicable forward a copy to the OSHC service

Parent/Guardian notify service that they wish to opt out of sharing the TLDS

Educator explains the benefits of sharing the TLDS and discusses any other concerns the family has about their child's TLDS

Parent/Guardian decides to share statement – reverses decision to opt out

## Family still chooses to opt out of sharing the TLDS

Educator completes Section 4 declaring that:

- the child's parent/guardian has received the completed TLDS
- the parent/guardian has chosen to opt out of sharing the statement

Educator <u>must not</u> provide a copy to the school/OSHC. Instead provides the family with a second copy of the statement in case they choose to provide the statement to the school/OSHC in the