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Dear Parent/Carer,

During these uncertain times, we want to make it easier for you to be a part of your child's home-learning and using the Evisense system is a great way to do that. With this in mind, we have put together a short guide to help you access this fantastic, interactive tool, which can be found below.

- Evisense will be used to record a pupil's achievements and progress through photos, videos, audio and documents.
- Evisense is designed to be used from Early Years through to adolescence and beyond. Evisense can be used on mobile phones and tablets.

You, as a parent/carer can access and save progress and achievements on Evisense, which makes it a great way to share your child's learning and development journey with us.

### **Who can see my child's photos and videos?**

Photos can be accessed by the teachers within the school. Your school controls who can access your child's photos, they create links between you and your child. This allows you to see your child's photos. Each parent is provided with their own account to access Evisense.

*\* N.B. B Squared employees cannot see your photos or videos of our pupils.*

If you have not been able to access your Evisense account and are interested in having this fantastic opportunity to share your child's progress at home and school, please contact your child's teacher via the school office.

Below is a user guide to help you access Evisense from home and do let us know your feedback and comments on using Evisense.

Many thanks for your continued support

Kind Regards

Claire Shepherd  
Acting Head teacher

## **How to login and to add evidence to Evisense as a Parent/ Carer.**

**Step 1-** To log into Evisense, follow the instructions below:

1. Open up your web browser (Internet Explorer/Google Chrome/Firefox)
2. In the address bar type in [www.evisense.com](http://www.evisense.com)
3. On the website that opens click Sign In
4. Log in with your email address and password\*

Note: You will need to use the email address you provided to the School this is the email you have given through your contact details.

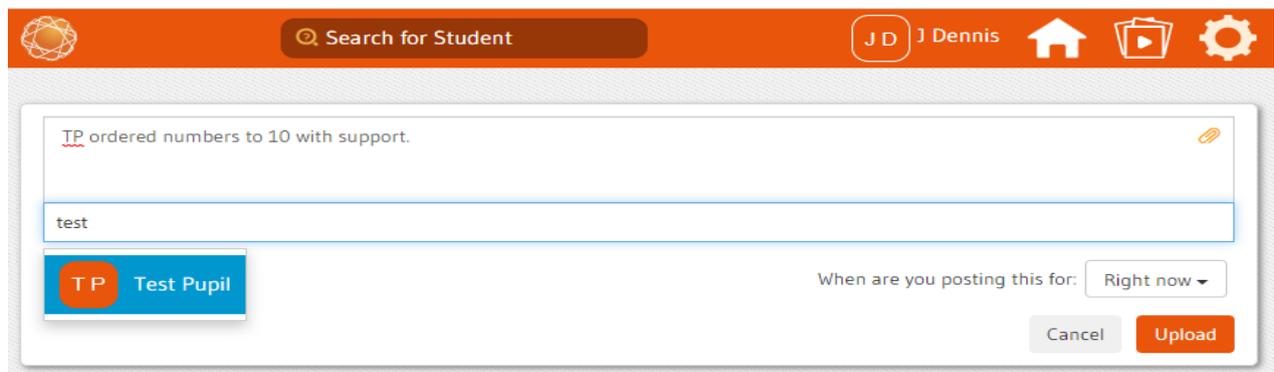
Your school will send you an email to invite you to setup an account, please contact your school if you have not received this email on [admin@qe2cp.westminster.sch.uk](mailto:admin@qe2cp.westminster.sch.uk)



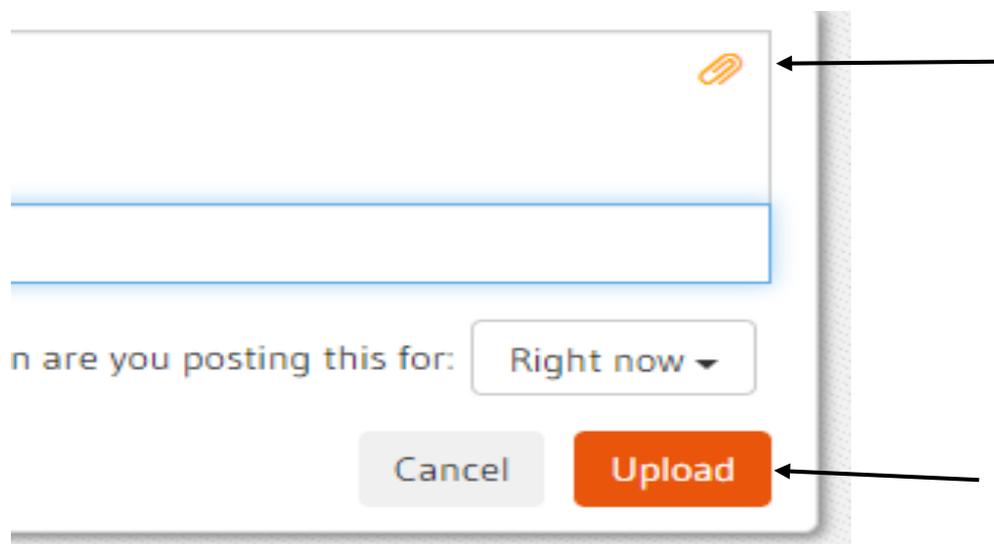
**Step 2-** At the top of the page you will see the 'Evisense it' box. This is where you can add your photograph and comments about any work/ activities/ experiences completed at home.



**Step 3-** As you begin to type your comments in the 'evisense it' box, it will give you the option to tag a pupil. Start typing your child's name

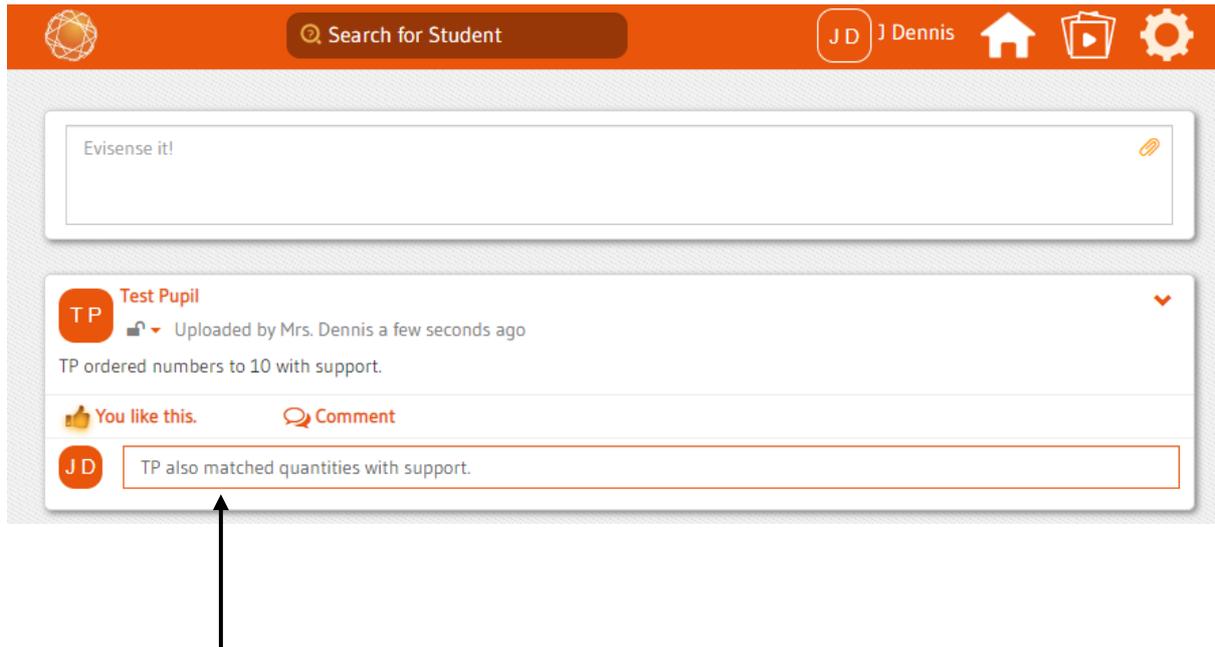


**Step 4-** Once you are happy with your comments you should click on the paperclip icon in the top right hand corner to add a photograph or evidence.



**Step 5-** Once you have added your comments and photographs press the upload button to add it to your child's learning journey.

**Step 6-** If you want to add further comments to your post once it has been published you can add these in the comment box below the post.



If you have any questions please get in touch through the School office at [admin@qe2cp.westminster.sch.uk](mailto:admin@qe2cp.westminster.sch.uk)