



**Brooklands Primary School**  
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Headteacher: Matthew Copping

27th September 2018

Dear Parents,

As you will be aware, our school is enrolled in the Children's University programme, which encourages voluntary learning and has a strong emphasis on commitment to engage in activities and learning beyond the classroom.

Currently, for every hour your child voluntarily attends a school-based enrichment activity they gain one Children's University credit. These credits are then recorded throughout the year until children have enough to graduate.

To develop the programme further in our school, we will be introducing the use of Children's University 'Passports to Learning'. Children will be able to take their passport to a wide range of validated 'Learning Destinations' in their own time and they will receive extra credits for the learning they undertake at these settings. 'Learning Destinations' are places which provide *CU Learning Activities* and which are publicly accessible. The introduction of the 'Passports to Learning' will run on a trial basis from Monday 15<sup>th</sup> October to the end of the current academic year. If successful, we will continue to roll this out from September 2019.

Accompanying this letter is a 'Passport to Learning & Learning Destination' information sheet which provides detailed information regarding every aspect of gaining additional hours away from school. The information sheet explains where and when children can use their 'Passport to Learning'. If a club your child attends is not listed as a validated learning destination, the school coordinator can organise this for you.

From Monday 1<sup>st</sup> October, you will be able to purchase a 'Passport to Learning' from school at a cost of £3 which can be paid via ParentPay. Passports will then be distributed to the children week commencing 15<sup>th</sup> October. It is important to note that only clubs and activities attended after this date will be logged and children can gain a maximum of 100 credits per club or activity.

If you have any questions regarding how 'Passports to Learning' or 'Public Learning Destinations' work, then please contact Miss Felmingham (Brooklands Children's University Coordinator).

Yours sincerely,

Miss M Felmingham



## The Children's University 'Passport to Learning' and 'Learning Destinations'

The '*Passport to Learning*' has been created for children aged 5 to 14 years to collect credits / hours of validated learning outside their school environment. These hours can contribute to their participation / progression through the national Children's University accreditation programme and gain a range of certificates through this learning journey. The '*Passport to Learning*' is an essential component / tool for participating schools when logging a child's participation in validated activities away from the school environment. *Learning Destinations* are places which provide *CU Learning Activities* and which are publicly accessible, places which include local sports, dance, drama clubs, museums, zoos, farms, art galleries, theatres, libraries and many more

For a child to gain Children's University hours that contribute towards achieving a National Children's University accreditation and ultimately participating in a graduation ceremony. They must attend a club / organisation that has completed the validation process. You can find out if a club / organisation is validated via the Children's University website <http://www.childrensuniversity.co.uk/home/learning-destinations/>. Alternatively ask in your participating school for a list of the participating clubs / organisations in your area or download the Children's University ePassport App (Available via iTunes or Android).

If a child attends a club / organisation that has not been through the validation process and you would like to encourage them to become affiliated with the Children's University so they have the ability to accredit learning at their organisation, you can ask them to contact your school Children's University coordinator ([Miss Felmingham](#)) to gain further information about the programme and the validation process.

When using a '*Passport to Learning*' at a validated *Learning Destination*, children must ask a member of staff to record / document their visit. Children must participate in the accredited activity prior their '*Passport to Learning*' being stamped and then the **pre-agreed** number of hours / credits for that particular activity are recorded. Passports must not be stamped for participation in activities that have not yet taken place or for activities that have been delivered prior to the organisation achieving validated status on the National Children's University website. It is important that a "*Passport to Learning*" is completed by a member of staff (**not a parent / carer**) and stamped using the agreed stamp / sticker logo (in the absence of a stamp or sticker an authorised member of staff may sign the passports).

Throughout their participation in the Children's University programme (from age 5 – 14) a child can only gain a maximum of 100 hours / credits from a validated *Learning Destination*. Once this threshold has been reached the *Learning Destination* is not permitted to accredit any future learning for that individual. The Children's University aims to reward and encourage children's participation in a wide range of new learning experiences not just participation in one individual activity.

It is essential to the coordination / delivery of the programme that a validated *Learning Destination* regularly updates participating children's '*Passport to Learning*' and they in turn are frequently provided to the school coordinator and the hours are added to the school's overall bank / log of hours. Generally, the school will ask to log the hours in the child's '*Passport to Learning*' every half / full term to ensure that their hours are being counted. The process of logging the hours in a *Passport to Learning* differs from school to schools. Please ask in school for dates when this will be taking place.

If in the unfortunate circumstance your child loses their '*Passport to Learning*' a replacement can be purchased through your school. Unfortunately, if the '*Passport to Learning*' contains participation hours / credits that have not yet been banked / logged with the school coordinator these may be lost unless confirmation can be provided via the *Learning destination* that had previously validated the participation hours. This type of scenario highlights the importance of having the '*Passport to Learning*' participation hours logged on a regular basis.

Every new '*Passport to Learning*' contains a condensed guide as to how the '*Passport to Learning*' should and can be used similar to the topics discussed in this document.