

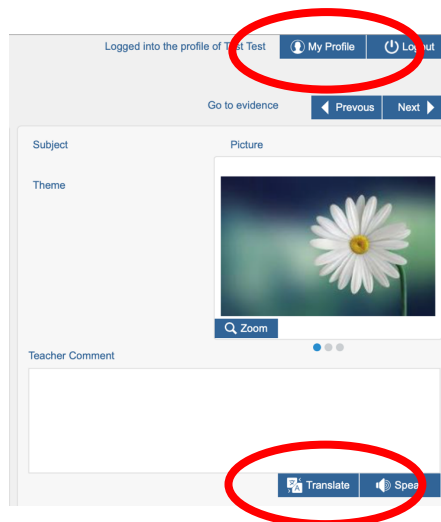
2<sup>nd</sup> April 2020

Dear Parents,

We hope you are all well and everyone is keeping busy during these difficult times. We just wanted to remind you that there is the option of uploading photos to your child's Look@Me account. It would be lovely to see your children keeping up with their learning and having fun at home. The instructions below are a step by step guide to uploading photos and comments to Look@Me.

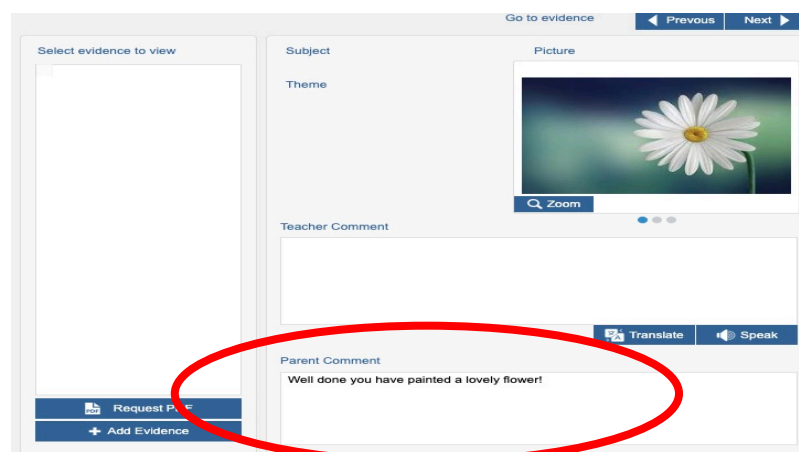
### Translating comments

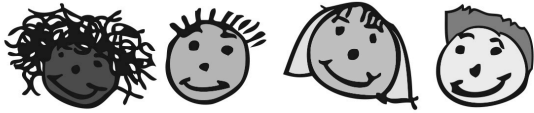
- If you wish to translate the observation comments into your home language, then you must click on **'My profile'** on the top right-hand side of the screen and you can select the home language that you require. When you return to the observation you can then click on the **'translate'** button.



### Add your comments

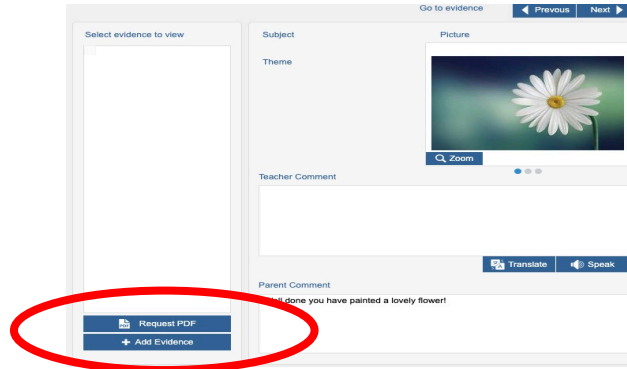
- On each individual piece of evidence you will see a parent comment box at the bottom. Please click in this box, type in your comments and it will automatically save.



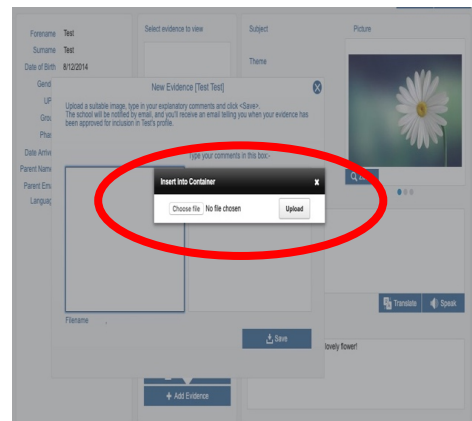
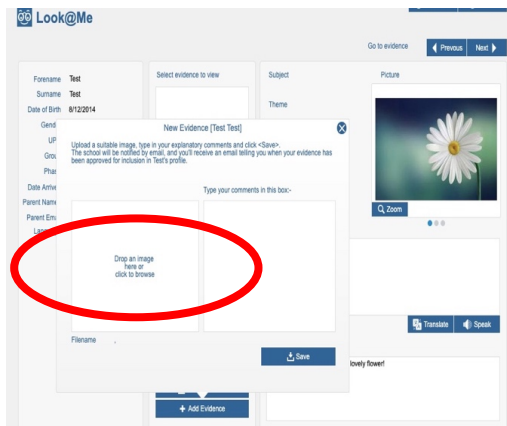


## Upload photo evidence

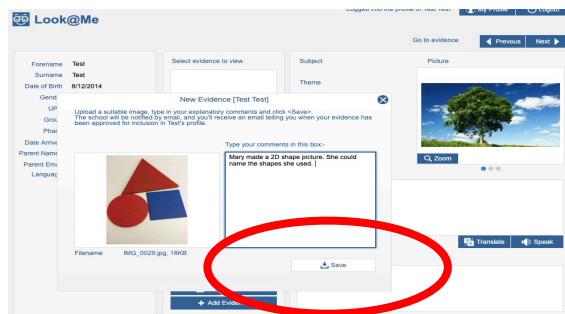
- Click on the 'Add evidence' button on the left-hand side of the screen



- Click in the box that says 'drop an image here' and click 'choose file' and then 'upload'



- Type a comment in the comment box and click 'save'



If you need any support, please contact us via the Bowes office email address at [office@bowesprimaryelt.org](mailto:office@bowesprimaryelt.org).

We look forward to seeing how the children are keeping themselves busy and taking part in some of the activities from the Home Learning Packs.

Yours sincerely,

Gulev Karayel  
Head of School