

Online Nursery Forum - Instructions



We have created an online discussion forum to allow Parents, Carers and staff to comment on the Nursery Policies and Procedures. A Policy or Procedure will be uploaded for discussion if:

1. it is a new Policy\Procedure
2. there has been a modification to the Policy\Procedure
3. the Policy\Procedure is due for review.

This forum will allow users to access and view the Policy\Procedure, view all comments left by other users and add their own comments. The logins used are generic to each nursery location so a user can leave an anonymous comment or if they wish put their name. The password for these logins will change regularly and all current users will be advised of the new password. All posts left will be reviewed by a moderator before they become visible to all users.

The web address for the forum is <http://littlebeehive.discussion.community/>

Enter the nursery location name and the current password.

Once you have successfully accessed the you a tab titled **Latest Topic** will be listed. this tab.

The forum home page will be displayed. Select the **Login** tab and the following login box will appear:

forum Select

All current Policies\Procedures being discussed will be listed. Select the Policies\Procedures you would like to review or comment on. This will open the topic where an outlined description of the document being discuss and a PDF attachment. To open the attachment select the attachment file name.

All approved comments made by users will be listed below the topic summary. To add your own comment select the **REPLY** tab located at the top or bottom right hand corner – this will open a dialogue box which will allow you to detail your comments. To save your comments select **Add Reply** at the bottom left hand corner of the dialogue box.

Your comment will be sent to the moderator to be approved, once approved it will be made visible to all users.

To Log Out select the **Logout** tab at the top right hand corner of the website.