

Dear Parents/ Guardians,

To record your child’s learning in Early Years we use an online system of recording your child’s learning in Nursery and Reception.

Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone. We have chosen this company because they are a secure and also exciting way of keeping track of your child’s development and their time with us.

Your child will have their own secure Tapestry website, which once you have provided the school with an e-mail address we will be able to give you access to. If you do not have access to an e-mail account, your child will still be able to have an online Learning Journey which you can access through the use of school computer equipment during specific dates throughout the year.

You will receive an email to alert you that something new has been added to your child’s Learning Journal and can log on and view what your child has been up to. A great advantage of this system is that you can instantly add your own comments to entries, and can talk to your child about their learning at home.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by school staff that use the system, and also yourself, using your own log on. You will only have access to your child’s own online book and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child’s book on social media or through other online platforms. Any incidents where this confidentiality is broken will be dealt with seriously and will result in your access to the system being withdrawn.

In order for your child’s Learning Journey to be shared in line with safeguarding procedures, please give us permission by completing the attached slip and return it to your child’s teacher or school office as soon as possible so we can begin creating your accounts to allow you access. Please note that each parent only has access to their own child’s Learning Journey.

If you have any questions or queries about the electronic Learning Journeys please do not hesitate to ask.

Many Thanks,

M C Routledge

Early Years Manager

**Tapestry Sharing Permission Slip** 

The e-mail address I would like my child’s Learning Journey linked to is:

………………………………………….………………………………………………………………………………(provide your e-mail address).

**Agreed guidelines for receiving access your child’s Learning Journey:**

As a parent/carer I will…

* Not publish any of my child’s observations, photographs or videos on any social media site.
* Understand that my child’s image may be in another child’s Learning Journey if they were engaged in the same activity. This image will not be shared by the other parent (please see above point).
* Keep the login details of any email account personal and private in accordance with safe online behaviour.
* Speak to a member of staff if I experience any difficulties accessing my child’s Learning Journey.

**I agree to the guidelines:**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**