

Dear Parent/Carer,

We are now using Tapestry, an online learning journal in Nursery and Reception. All children will have a personal online learning journal which records photo’s, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child’s experiences during their time with us.

You will have secure access (via email address and password) to your child’s learning journal and, in addition to the viewing our contributions, we encourage you to add to it by up, loading photo’s and comments, or commenting on observations made by us.

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 Any incidents where this confidentiality is broken will result in your access to the system being withdrawn.

Please sign and return the attached permission and user agreement slip as soon as possible. You will then receive and email enabling you to log on to your account.

If you have any further questions please do not hesitate to contact us.

Yours sincerely

The Early Years Team



**Tapestry online learning journal – permission and user agreement form.**

I do/ do not give permission for St Marie’s Primary School to create an online Tapestry Learning Journal for

................................................................................... (name of child)

The email address I would like to link with the account so I have access to my child’s learning journal is

........................................................................................................(provide your email address)

**Agreed guidelines for accessing and using Tapestry ‘Online Learning Journals’**

As a parent 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 used in another child’s profile if they are engaged in the same activity. This image will not be shared by the other parent (please see above point)
* Keep the login details within my trusted family.
* Speak to a member of staff if I experience any difficulties accessing my child’s learning journal.

I agree to the guidelines:

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

Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return as soon as possible so we can set up your account and send out your log on details shortly.