

West Pennard Church of England Primary School



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Dear Parents

Tapestry – An Online Learning Journal

We use an online system of recording your child's learning throughout their time in Reception at West Pennard. The program we are going to use to process this information is called Tapestry who are a GDPR compliant company using secure servers in the UK to store data. Using electronic tablets, staff are able to upload photos and observations of your children. Once observations have been moderated you will be emailed to alert you to a new entry to your child's Learning Journal. You will be able to login to your own personal account and view your child's activities, using a PC or laptop or any Apple or Android device such as a tablet or smartphone.

One of the many advantages of this system is that you can instantly add your own comments to entries, and can show your child's online book to other members of the family. You can also upload photos of them from home. We actively encourage you to talk to your child about these observations and photos while the experiences are still fresh in their memories.

The safeguarding of the 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 the staff that use the system. 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, as they may contain pictures of other children. Any incident where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

We have added some Frequently Asked Questions about the system and further information can also be obtained from Tapestry's website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

Attached to this letter is a permission slip which we require you to complete in order to allow us to set up a Tapestry account for your child. If you have any further questions please do not hesitate to contact us.

Kind regards

Mrs Catley



Frequently Asked Questions

Why use an online system?

Creating an Early Learning Journal is statutory for all children in nursery and early years settings as a way of assessing their learning. Until recently this was done by hand writing observations, then typing up observations along with any photos of your child which was all very time consuming. We will take photos that can be uploaded, linked to a child and annotated.

In addition, using an online platform to complete your child's profile means that parents can see what their child has been doing recently in school and parents can also share it with family members such as grandparents.

How do I get onto the system?

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>

It is available as a free app from the Apple Store and also on Android devices. We will ask you to provide us with an email address so that we can set you up a personal account. Once this is set up you will be sent an email allowing you to complete the setup process, including setting your own password. This will be a secure way of logging in, and you will only be able to see your own child's Learning Journal.

I do not have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, you can receive a printed copy of your child's learning journey to look at.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Reception team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new observation has been added for your child.



Tapestry – An Online Learning Journal Consent Form

Child's Name: _____

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. We may take photographs whilst your child is with us to document what they enjoy doing and upload to Tapestry Online Learning Journal to record their learning and development to share this with you.

Please tick the relevant comments and sign below in order for us to set up an account for you.

- I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal
- I consent to photographs and videos containing my child's image/appearance being included in other children's learning journals.
- I agree to treat photographs and videos containing images/appearances of other children as well as my own as for my own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included.
For example, any such photographs or videos **cannot** be posted on a social networking site or displayed in a public place.

Please note that you can withdraw your consent, in writing, or request to see photos or videos taken at any time. This form is valid for the duration of your child's time at West Pennard School. It is your responsibility to let us know if you want to withdraw or change your consent at any time

- I would not like West Pennard to use Tapestry to create an online account for me.

I give permission for West Pennard Primary School to create an online account for me to view my child's Learning Journal using the email address here:

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

