



Tuesday 4th September 2018

Dear Parents and Carers,

Tapestry – An Online Learning Journal

Due to its success last year, we will be continuing to use Tapestry (an online system to record your child's learning journey) in Nursery and Reception at Woodcote.

The safeguarding of our children is extremely 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 yourself, using your own log on. You will only have access to your child's own learning journal which cannot be seen by other parents.

We ask 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

On the back of this letter you will find some Frequently Asked Questions about the system. I would also like to signpost you to Tapestry's website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

In addition, we will be holding a **Tapestry Drop In Session** for all families in Woodies (Nursery) and Reception where we will run through how to use the programme and how to add an observation of your child to their account. This will be on **Monday 24th September straight after drop-off in the staff room.**

Attached to this letter is a permission slip to allow us to set up a Tapestry account for your child; please sign and return it to your child's teacher as soon as possible.

If you have any further questions please do not hesitate to contact myself or Mrs. Cheetham, our EYFS Phase Leader.

Kind regards,

Miss Jo Garlick
Assistant Headteacher for EYFS and KS1

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Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into folders has proved very time consuming in the past. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your child, supporting their learning.

We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

How do I get onto the system?

If you consent to us using Tapestry for your child, the school will set up an account for you and provide you with log on details.

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. This will be a secure way of logging in, and you will only be able to see your own child's book.

I don't 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 please come and speak to us.

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 Early Years 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 ensures security on the site and also allows us to contact you when a new entry has been added for your child.

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Permission Slip

I give permission for Woodcote Primary School to create and maintain an online Tapestry Learning Journal for:

_____ (child's name).

Class (please circle): Woodies / Yellow / Red / Blue / Green

The email address I wish to use for my Tapestry account is:

Once your details have been processed, you will receive an activation e-mail from Tapestry to register and log on to your child's account.

Please read the below carefully. By signing this permission slip, you are agreeing to:

- *I give permission for staff at Woodcote Primary School to take photographs and videos of my child to be used in their online Learning Journal.*
- *I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that particular photo.*
- *I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others or published in any way without the explicit written consent of the parents or carers of those children who may be included.)*
- *I agree to keep my login details safe and secure*

Parent/Carer name (please print): _____

Parent/Carer signature: _____ **Date:** _____

Please return this slip to your child's class teacher by Friday 14th September 2018.