

NORTHUMBERLAND

COUNTY COUNCIL

Bedlington West End Primary School
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Mrs J Bushell, BA Hons, Headteacher

Dear Parents and Carers,

Early Years Electronic Learning Journals

In West End Early Years we are using a personal on-line Learning Journal, called Tapestry, which records photos, observations and comments which will build up a record of your child's experiences during their time with us. It will also allow us to send regular learning updates home to parents and carers, as well as allowing you to share your child's learning and achievement at home with us. These will be a celebration of your child's development and achievement during their time in Early Years.

Information is stored on secure servers and uploaded files are encoded, which makes Tapestry a secure online Learning Journal tool used by many settings, which some of you will have already experienced in pre-schools. Only you will be able to access your child's Learning Journal which is linked to your personal email address and does not work in the same way as social media.

Due to the nature of the activities that take place in school, you may well receive a photograph which has other children from our school, or Pre-school, in it as well as your own child. Equally your child may appear alongside other children from our School and/or Pre-school. For this reason, and for the importance that we place on all aspects of E-safety, we would ask that everyone sign and abide by the agreement below before we activate your Tapestry account.

All we need from you to get your child's Learning Journal started is a valid email address for yourself and a second person if required; please complete and return the form attached. Then we will issue you with a password. **If your child attends West End Pre-School your existing account will transfer. All you need to do is sign the E-safety agreement attached and return this to us.**

A step by step instruction guide will be sent home with your passwords, to support you with this. If required we will arrange a drop in session. If you do need any assistance in the meantime please just ask a member of staff.

We hope you will enjoy receiving lots of exciting photographs and information in addition to watching your child grow and develop as a person in school.

If you do have any queries please do not hesitate to ask.

Many thanks,

Early Years Team



Tapestry Learning Journals

Name of Child: _____ Date of Birth: _____

Name of parent/Carer: _____

I agree

- All pictures that are sent home will be used for my private use only.
- No images that are sent home will be uploaded onto any social networking site.
- No images that are sent home will be uploaded onto any website.
- To my child possibly being in another child's photograph on the condition that parents and carers have signed the agreement and abide by the above.

Signed: _____

Date: _____

Please send information about my child via Tapestry to the following email(s) address, ensuring lower case and capitals letters are obvious where appropriate:

1. _____

Name of relative _____

Relationship to child _____

2. _____

Name of relative _____

Relationship to child _____

