



Broadway East First School

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Tapestry – An Online Learning Journal June 2021

Dear Parents and Carers,

We currently use a system called Tapestry as a way to record, track and share your child's learning during their time in Reception. This system, called an 'online learning journal', will enable staff to take photographs, videos and make observations of the activities your child does at school. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal.

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals.

Safeguarding

The safeguarding of our children is paramount. 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 by you using your own log on. Tapestry is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. You will only have access to your child's own book and this cannot be seen by other parents. Children in the class will sometimes be photographed with others as they work together. As always, we ask that you protect the images of your own and other people's children by viewing and using them carefully. **It is crucial that you do not share any photos, videos or screen recordings from your child's book on social media or through other online platforms.** This is a key statement within our Acceptable Use Agreement which must be signed by all new families to school.

Points to Note

Observations on Tapestry are only one part of the teaching and learning that takes place in Reception. Therefore, observations will not be uploaded daily; Staff make observations each and every day whilst they are working and playing with the children. They then work to upload these throughout the half term. This means that there may be a waiting period between email alerts.

You will find some Frequently Asked Questions about Tapestry below. We would also like to signpost you to Tapestry's website where you will find lots of information and videos: <http://evfs.info/tapestry-info/introduction>

Attached to this letter is a permission and information slip to allow us to set up a Tapestry account for your child. Please sign and return the slip by Monday 12th July 2021 so that we can get started ready for September.

Kind regards

A handwritten signature in black ink that reads 'HMcKenna'.

Helen McKenna Headteacher

Newcastle
City Council





Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, 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, school will set up an account for you and provide you with log on details.

Tapestry can be accessed online at: <http://evfs.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, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key worker to come into school. You will be provided with access to your child's account and support if needed.

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 is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

Tapestry – An Online Learning Journal Permission Slip 2021

Name of child: _____

I/ We understand that my child will have an electronic Learning Journey set up on Tapestry as they join Broadway East First School.

I/We understand that images of my child will be uploaded to the Learning Journey as a way of documenting their progress, achievements and important events.

I/We understand that sometimes there could be images of my child which are visible to other parents.

I/We understand that the Electronic Learning Journey will be kept for one school academic year after my child leaves Reception

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

Agreed guidelines for access to Tapestry

As a parent or carer,

I/We agree not to electronically share, by social media or other platforms, any part of my child's learning Journal.

I/We understand that my child's image may be in another child's Learning Journal if they were engaged in the same activity. This image will not be shared by the other parent(s) (See point above).

I/We agree to keep the login details of my account personal and private.

I/We agree to speak to a member of staff if I have any difficulties accessing my child's Learning Journal or if I have any questions.

I/We agree to the guidelines above.

Signed: _____

Signed: _____

This information will be recorded on your child's records and will continue to apply throughout your child's time in Reception at Broadway East First School. If you wish to make any amendments, please do not hesitate to complete a new form or to contact school directly.