



Victoria

Church of England
Infant & Nursery School

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Head of School: Mrs C Crozier BA (Hons) PGCE

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Dear Parents/Carers

Tapestry – An Online Learning Journal

This year, we are introducing an exciting new way to record, track and share your child's learning during their time in Early Years. This system, called an 'online learning journal' will enable staff to take photographs, videos and make written 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 of their child's learning and achievements outside school.

The platform we are using is called 'Tapestry' which is used by hundreds of schools in the UK. Tapestry's dedicated, secure servers are based in the UK, conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our 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 school staff that use the system, and also yourselves, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

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 need permission for your child to appear in photographs within other children's learning journals.

Once the learning journal is set up, it is crucial that you do not share photos or videos from your child's journal on social media or through other online platforms. The photographs/videos taken and uploaded to Tapestry by the school are the property of Victoria School and you do not have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

We are very excited about introducing this system to our school and would like you to find out more about it too. We would like to signpost you to Tapestry's website where you will find more information and videos: <http://eyfs.info/tapestry-info/introduction>

Over the October half term break, your child's journal will be linked to the email account that you have already provided the school with and you should then receive notifications about observations as they are added to your child's journal. When we return to school after the half term break, if you have not received any emails please let your child's class teacher know so that they can pass this on to me to resolve. The following link provides relatives with tutorials and support with using Tapestry:
<https://eyfs.info/forums/topic/47795-tutorials-contents-page-for-relatives/>

Please read the attached permission and information slip very carefully before signing and returning it to your child's teacher as soon as possible and no later than Friday 12 October.

If you have any questions about Tapestry and our use of it at Victoria please do not hesitate to ask

Yours sincerely

Laura Bradford
Assistant Head



Victoria CE Infant and Nursery School Tapestry – An Online Learning Journal Permission Slip

Please return this slip to your child's teacher as soon as possible and no later than Friday 12 October.

Child's Name: _____

Class (please circle): Acorn Class Oak Class Maple Class

Please read carefully before signing to show your agreement with these conditions:

- 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 understand that photographs/videos taken and uploaded to Tapestry by the school are the property of Victoria School.
- 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.
- I understand that my access to my child's Learning Journal could be withdrawn temporarily or permanently if the school has concerns about me breaching this agreement.

Name: _____

Signature: _____

Date: _____