



# Queen's Hill Primary and Nursery School

Headteacher: Mrs Penny Sheppard

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## Tapestry - An Online Learning Journal for Nursery and Reception Children

Dear Parent/Carer of child in EYFS,

This year, we are introducing an exciting new way to record, track and share your child's learning during their time in Nursery and Reception. 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.

The system we are using is called 'Tapestry' and 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.

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 yourself, 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. Although we will generally photograph children individually, on occasion children in the class may 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.

Once the Learning Journal is set up, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms. 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

On the back of this letter you will find some 'Frequently Asked Questions' about the system. We would also like to signpost you to Tapestry's website where you will find more information and videos:

<http://eyfs.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 read this very carefully before signing and returning it to your child's teacher as soon as possible and no later than Friday 4th October. You will be given your account details in the next few weeks.

Kind regards

Matthew Cross  
Assistant Head Teacher





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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 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://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, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person 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.





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## Tapestry- An Online Learning Journal Permission Slip

Please return this slip to the office as soon as possible, and no later than Friday 4th October.

Child's Name: \_\_\_\_\_

**Please read carefully before signing.** If you have any questions or comments please speak to your child's teacher.

- I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
- I give permission for staff at Queen's Hill 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.

The email address I wish to use to access my child's Tapestry account is:

\_\_\_\_\_

Full name of parent: \_\_\_\_\_  
(this will be used to create your account username)

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

