**C**aring ~ **C**onsiderate ~ **C**ooperative ~ **C**ourteous ~ **C**onscientious

**Langtoft Primary School**

Tapestry online learning journal

April 2022

Dear Parents/Carers,

**TAPESTRY**

At school we use an online learning journal called *Tapestry* to record, track and share your child’s learning during their time in the Foundation Stage class. It enables the Early Years staff to upload photographs and videos and to make written observations of the learning your child does at school. You have access to *Tapestry* (using your email address and a secure password to log in) so that you can celebrate the learning at home, too. We encourage you to add your own photographs, videos and comments to the journal from learning that takes place at home as well as make comments on the ones completed at school.

The safeguarding of children is very important to us. Everything that is added to *Tapestry* will be added to our school account only. Content can only be viewed by school staff that use the system and by you using your own log in details. Mrs Bytheway may share the observations with other professional colleagues so that her assessments can be moderated. *Tapestry* admin staff will only access the accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of the ‘Contract for the Tapestry Online Journal’ is available to view on request.

The access that you have to *Tapestry* will be to your own child’s journal only - other parents cannot see this; however, your children may be photographed with other children as they play and learn together. For this reason, we would like permission for your child to appear in photographs within other children’s journals. Once *Tapestry* is set up, **it is crucial that you do not share photographs or videos from your child’s *Tapestry* on social media or through other online platforms.**

The photographs and videos taken and uploaded to *Tapestry* by the school are the property of Langtoft Primary School and you do not have permission to upload them onto any website or social media platform. 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where this confidentiality is broken will be dealt with seriously and will result in your access to the system being withdrawn.

Attached to this letter is a form for you to give permission to us to set up a *Tapestry* account for your child. Please read this very carefully before signing and returning it to school. Once you have provided your permission and a valid email address, you will receive an email link for you to set up your account.

Yours sincerely,

Mrs B Wood
**Headteacher**

**LANGTOFT PRIMARY SCHOOL**

**TAPESTRY, ONLINE LEARNING JOURNAL**

Permission for Langtoft Primary School to set up a *Tapestry* account.

Please read carefully before signing. By signing, you are agreeing to all four points listed below. If you have any questions or comments please speak to Mrs Wood.

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I give permission for an online *Tapestry* Learning Journey to be created and maintained for my child.
2. I give permission for my child’s photograph to appear in any group photographs used in *Tapestry*. I understand that my child’s image will be viewable by all parents/carers of the pupils featured in that particular photograph.
3. I agree not to electronically share, by social media or other platforms, any part of my child’s *Tapestry* journal.
4. I agree to keep my login details safe and secure.

**The one email address I wish to use to access my child’s *Tapestry* account is:**

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**Please use (first and surname) as my username.**

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