



Monday, 14 May 2018

Dear parent/carer,

### **Tapestry – An Online Learning Journal**

From the Summer term we have chosen to use an online system of recording your child's learning in Nursery and Reception.

Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone. We have chosen this company because they are secure and it is also an exciting way of keeping track of your child's development and their time with us.

Instead of using the old paper book style way of recording, we will be able to instantly upload photos, videos and observations of your children. We would like to mention that the observations are made by all adults who work with the children and are made in the moment, so there may be the odd spelling mistakes or errors made due to typing and we ask that you bear this in mind when reading through the observations! You are then emailed to alert you that something new has been added to your child's Learning Journal and can log on and view what your child has been up to. A massive advantage of this system is that you can instantly add your own comments to entries, and can show your child's online journal to members of the family who would not usually be able to attend parent meetings after school.

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 school staff that use the system, and also yourself, using your own log on. You will only have access to your child's own journal and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child's journal on social media or through other online platforms. 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.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. On the back of this letter you will find some Frequently Asked Questions about the system. I would also like to signpost you to Tapestry's website where you will find lots of 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 sign and return it to your child's teacher as soon as possible. You will be given your account details as soon as we have everyone set up.

If you have any further questions please do not hesitate to contact me.

Kind regards

Mrs Bills

Assistant Headteacher Foundation Stage



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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 journal.

### **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 journal 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 Foundation Stage 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

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

- I do/ do not give permission for an online Tapestry Learning Journey to be created and maintained for my child.
- I do/ do not give permission for my child's photo to appear in any group photos used in Learning Journeys.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

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

\_\_\_\_\_

Please use \_\_\_\_\_ (first and surname) as my username.

**Parent/Carer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this slip to your child's teacher or key worker as soon as possible.