

9th November 2018

Tapestry – An Online Learning Journal

Dear Parents

At Charlbury Primary School our Foundation teaching team use an online system of recording your child's learning throughout their year in Foundation. The program we use to process this information is called Tapestry who are a GDPR compliant company using secure servers in the UK to store data. Using electronic tablets, Foundation staff are able to instantly upload photos, videos and observations of your children throughout the school day. Once observations have been approved by School, you will be emailed to alert you to a new entry to your child's Learning Journal. You will be able to login to your own personal account and view your child's activities, using a PC or laptop or any Apple or Android device such as a tablet or smartphone.

One of the many advantages of this system is that you can instantly add your own comments to entries, and can show your child's online book to other members of the family. You can also upload photos of them from home. We actively encourage you to talk to your child about these observations and photos while the experiences are still fresh in their memories. In the past profiles were only printed out and sent home twice a year and were returned to school for staff to continue to add to them.

The safeguarding of our pupils 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 Foundation staff that use the system. You will only have access to your child's own Learning Journal and this cannot be seen by other parents. It is crucial that you do not share photos or videos from your child's Learning Journal on social media or through other online platforms, as they may contain pictures of other children. Any incident 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.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 and further information can also be obtained from 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 slip which we require you to complete in order to allow us to set up a Tapestry account for your child.

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

Kind regards

The Foundation Stage Team

Frequently Asked Questions

Why use an online system?

Creating an Early Learning Journal is statutory for all children in Foundation as a way of assessing their learning. Until recently this was done by hand writing observations, printing out photos and cutting out and sticking all of these into a paper book which was all very time consuming and took staff out of the classroom. By taking photos and videos that can be instantly uploaded, linked to a child and annotated later on in the day drastically increases the amount of time that staff can spend with your children, supporting their learning. For the first time we will also be able to send you videos.

In addition, using an online platform to complete your child's profile means that parents can instantly see what their child has been doing recently in school and parents can also share it with family members such as grandparents. In the past the printed profiles were sent home twice a year, however this new system means you will have constant access to it and will receive frequent updates.

How do I get onto the system?

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. Once this is set up you will be sent an email allowing you to complete the setup process, including setting your own password. This will be a secure way of logging in, and you will only be able to see your own child's Learning 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 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 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 observation has been added for your child.

Tapestry – An Online Learning Journal
Permission Slip

Child's Name: _____

Please tick the relevant comments and sign below in order for us to set up an account for you.

- I give permission for Charlbury Primary School to create an online account for me to view my child's Learning Journal using the email address below
- I agree to my child appearing in group photographs that may be included in other children's Learning Journals
- I agree to Foundation Staff working on my child's Learning Journal at home and in line with the School Confidentiality Policy.
- I agree to keep my log in details secure.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journal and I understand that should this happen my access to my child's Learning Journal will be withdrawn.
- I would not like the school to use Tapestry to create an online account for me (please note that if you select this option you will receive a printed copy of your child's Learning Journal to look at and then return to school at two points during the academic year)

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

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____