May 2024

**Tapestry – An Online Learning Journal**

Dear Parents / Carers,

At Hatchell Wood we use Tapestry to record, track and share your child’s learning during their time in 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. Parents/carers can also add their own photographs and comments to the journal.

The safeguarding of our children is very important to us therefore the system we are using is hosted in the UK on dedicated, secure servers. 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.

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 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 journal on social media or through other online platforms. The photographs/videos taken and uploaded by the school are the property of Hatchell Wood Primary Academy 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

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 return it to Hatchell Wood Primary Academy . You will receive an activation email once we have set up your account.

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, the school will make every effort to remove images of the pupil where possible.

If you would like to withdraw your consent, you must submit your request in writing to the School Business Manager.

If you have any further questions, please do not hesitate to contact a member do the Early Years Team.

Yours Sincerely,

Mrs Hickey, Mrs Durkin and Mrs Atkinson

EYFS Lead and Classroom teachers

**Tapestry – An Online Learning Journal Permission Slip**

Please return this slip to Hatchell Wood Primary Academy as soon as possible, and no later than **Friday 5th July 2024.**

**Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class** (please circle): Bees Class Butterflies Class

**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 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 photograph.
* 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.
* 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: e.g.** janedoe@hotmail.com

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

**All Parents/Carers that will be linked to the account need to sign below:**

**Name: Name:**

**Signature: Signature:**

**Date: Date:**



**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 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 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.