

11 January 2018

Dear Parents

Within our Early Years department we have replaced our paper based 'Unique Stories' with an online learning journal system called Tapestry. This is something that we have been trialling over the past term with great success.

The system is hosted in the United Kingdom on secure servers that conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. With the use of iPads staff will be able to instantly produce the information that we require to support each child. Each observation that we make will be linked to your child's personal profile; these observations can include notes, photographs, videos and EYFS assessments and characteristics of learning.

You will have already signed a consent form agreeing for us to set up a Tapestry account for your child and we would now like to invite parents to access their child's online journal where you will be able to view observations via your laptop, iPad or smartphone; you will shortly be provided with login details and receive automatic emails generated for parents when new entries are made.

Prior to this we would like to invite you to attend a short training session which will be held in Kerruish Hall on Monday 22 January between 6.30 and 7pm. The session will allow us to tell you more about Tapestry and how you can be involved as parents and will also be an opportunity for you to ask any questions that you may have.

We would be grateful if you could complete the form below to indicate your attendance at the training as well as completing the attached Tapestry online agreement form. These should both be returned to the school office by Friday 19 January.

Kind regards

Sarah Reynolds
Head of Early Years

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Tapestry Training Evening Monday 22 January 2018

Name of child: _____

Name of parent: _____

I **will/will not** be attending the Tapestry training on Tuesday 23 January 2018

Signed: _____ Date: _____



Tapestry online agreement form

Agreed guidelines for accessing and using Tapestry Online Learning Journals

As a parent I will...

- Not publish any of my child's observations, photographs or videos on any social media site.
- Understand that my child's image may occasionally be used in another child's profile if they are engaged in the same activity. This image will not be shared.
- Not share or disclose login details.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journal.

The email address I would like to link with the account so that I can have access to my child's learning journal is _____ (please note that this should ideally be a personal account and not a place of work. This section should also be completed even if you are unable to attend the training).

I agree to the guidelines:

Print name.....

Name of Child.....

Signature.....

Date.....

