

Be the best you can be, every day

26th February 2019

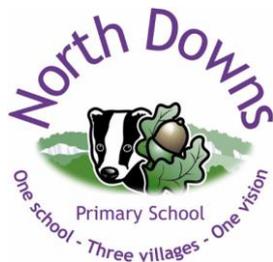
Dear Parents and carers,

We are pleased to announce that North Downs Primary School are introducing an exciting new way to record, track and share your child's learning during their time in Reception. This educational system, called Tapestry, creates an individual learning journal for each child in Reception and enables staff to take photographs, videos and make written observations of the learning your child does at school. This enables us to record a history of your child's learning for assessment purposes. You will also be able to view this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents are also able to add their own photos and comments to the journal. We love to hear about learning and moments from home to share with your child in class.

Tapestry is an online system which is hosted in the UK on dedicated, secure servers. Please be assured that the safeguarding of our children's digital footprint 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 school staff that use Tapestry, and also yourself, using your personal login 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, we would ask that you **do not** share photos or videos from your child's journal on social media or through other online platforms.

The photographs and videos taken and uploaded to Tapestry by the school are the property of North Downs Primary School and you **do not** have permission to upload them onto any website or service on the internet. We ask that you protect the images of your own and other people's children by viewing and using them with great care. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.



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We are very excited about introducing this system to our school and would like you to find out more about it too. In order to show you how Tapestry works and how you can access your child's learning journal we will be holding a parent workshop on Friday 22nd March at 3.20pm in the hall at Brockham.

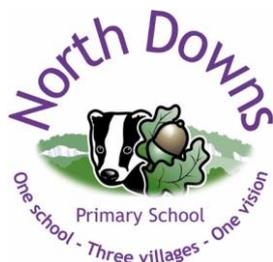
Attached to this letter is a permission slip to allow us to provide you with access to your child's learning journal. Please read this very carefully before signing and returning it to your child's teacher **as soon as possible and no later than Friday 15th March 2019**. Once you have returned your permission slip then the school will set up an account and you will receive the account details shortly after.

We hope that you will enjoy this new way of viewing your child's achievements.

Yours sincerely

Mrs Ciara Deeks

Deputy Head EYFS & KS1



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Tapestry- An Online Learning Journal Permission Slip

Please return this slip to your child's teacher as soon as possible, and no later than **Friday 15th March 2019**.

Child's Name: _____

Class (please circle): Robins Class Owls Class

Please read carefully before signing. If you have any questions or comments please speak to your child's teacher.

- I give permission for staff at North Downs Primary School to take photographs and videos of my child to be used in their online Learning Journal.
- 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 of the pupils featured in that particular photo and that I will see pictures of my child's friends on my account.
- I agree **not** to share, by email, by social media, by print, 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 (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included.)
- I agree to speak to a member of staff if I experience any difficulties accessing my child's learning journal.
- I agree to the above guidelines and agree to keep my login details safe and secure.

Print Name: _____

Signature: _____

Date: _____

The email address I wish to use to access my child's Tapestry account is:

By signing and returning this form and providing us with an email address you agree to North Downs Primary School facilitating access to the Tapestry online learning journey for your child.