

Larchwood Gardens
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Headteacher: Mr.S.Bowsher

20 September 2024

Dear Parent/Carer

At Larchwood Primary School 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 photos and comments to the journal.

'Tapestry' is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

You will only have access to your child's journal and this cannot be seen by other parents. However, as children play alongside their friends, it would not reflect a true picture of their time at Larchwood Primary School if photographs were only of a single child. Therefore, photographs of your child may appear on their friends' learning journals - this is the same as when photos are printed and stuck in traditional journals.

The photographs / videos taken and uploaded to Tapestry by the school are the property of Larchwood Primary School and you will not have permission to upload photos from your child's journal onto the internet, including sharing them on social media or other online platforms. Any incidents where this confidentiality is broken will be dealt with seriously and will result in your access to the system being withdrawn.

We are very excited to invite you to come into school to join our workshop in the main School Hall on Tuesday 24 September 2024 at 2.30pm to introduce you to Tapestry.

Online safety is extremely important to us at Larchwood Primary School and therefore we ask you to sign the agreement attached to show that you have read, understood and agree with our expectations. If you have any questions before completing, please ask a member of the Early Years team.

Please return the agreement attached (detailing your preferred email address for Tapestry login) at the workshop on Tuesday 24 September, alternatively you can hand in at the school office.

Your account details will be sent out to you in due course.

Miss C Turner & Mrs S Adcock
Reception Teachers





Tapestry - Our online Learning Journey - September 2024

We use Tapestry as our online learning journal provider. We will use this to send you observations of your child which might include photos and videos. If you give your permission in the form below, you will be able to see group observations which might include photos and videos with other children in and consequently, other relatives might be able to view photos and videos of your child.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. We may take photographs for several reasons whilst your child is with us:

- To document what they enjoy doing;
- To upload to Tapestry Online Learning Journal to record their learning and development and to share this with you;
- To record special events and achievements.

E-safety is extremely important to our school ethos and is something we promote with our children and parents.

In order for us to set up your child’s learning journey we will need your email address which will link to your child’s Tapestry account.

Please fill in the slip below and bring back to workshop on Tues 24 September or hand into the office.

Thank you
Reception Team

Full name of child _____

Class: _____

Full name of parent _____

I consent to photographs and videos of my child being taken by authorised personnel representing Reception.	Yes / No
I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal.	Yes / No
I consent to photographs containing my child’s images being included in other children’s learning journeys (such as a group photograph).	Yes / No
I agree to treat photographs containing images of other children as well as my own as for my own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs cannot be posted on a social networking site or displayed in a public place.	Yes / No

Signature of parent/carer _____ Date _____

I agree for the **primary contact email address** held on file at Larchwood Primary School to be linked to my child's Tapestry profile Yes / No

If no, please write the email address below that you would like your child’s Tapestry profile linked to: Kindly specify who the email belongs to; i.e. mum, dad, grandparent, etc...

(This means that this email address will be sent a link to enable the recipient to view your child’s profile and observations.)

..... Belonging to: