



St Mary's Catholic Primary School

*Headteacher: Mrs Helen Armstrong
Diocese of Plymouth*

31st January 2018

Dear Parents and Carers,

We would like to introduce you to "Tapestry" – our online Learning Journey system www.tapestryjournal.com

Your child's Learning Journey contains observations we make and photos we take throughout the year, gradually building up a picture of your child's learning. Having this Learning Journey online provides an excellent opportunity for you to share information about your child's learning and achievements and interests at home with us.

We are using "Tapestry", a system which is hosted in the UK on secure services. You will have secure access (via email address and password) to your child's Learning Journey in your own home. In addition to viewing our contributions, we would like you to add to it yourselves, by uploading photos and comments about your child at home, or to comment on photos/observations made by us.

Only you will have access to your child's journal and it 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 Learning Journal on social media or through other online platforms**. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

Where do I Start?

You will each be given an individual username and pin. You can access Tapestry via a computer or through downloading the Tapestry Mobile app from the iTunes store or Google play store. We strongly recommend that you reset your password on your first visit for security reasons.

Changing your settings

On the computer:

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child's Learning Journal – just tick or untick the relevant box if you would like to change this setting.

On a phone/tablet:

To change settings on the app, click the 'cog' button on the **bottom right hand** side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to.

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on the app.) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option.

Please note: The online Learning Journal is used to record your child's learning and not as a general communication tool between school and home. All other matters, queries, questions should still be discussed with the EYFS team in the usual way.

By signing the attached agreement it means that you will follow the privacy arrangements around this programme as set out in this letter. Once your agreement has been received, a secure username and password will be given to you.

We hope you will take this opportunity to celebrate your child's development by sharing the learning journal with them at home; we are sure your child would love to talk about what they have been learning at school!

Regards,

Miss O'Donoghue
Class Teachers

Mrs Eddy



Agreed procedures for accessing and using Tapestry 'Online Learning Journeys'

As a parent/carer:

☐

I will **not** publish any of my child's observations, photographs or videos on any social media site.

(Please tick to indicate agreement)

☐

I consent to photographs containing my child's image being included in other children's Learning Journeys.

(Please tick to indicate agreement)

☐

I will speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.

(Please tick to indicate agreement)

I agree to the guidelines above for using Tapestry:

Print name (parent/carer):

Name of child:

Class:

Signature (parent/carer):

Date:

Please return to your child's class teacher to enable your account to be set up and your login details will be given to you.

Disclaimer: We will only use the details provided by you on this reply slip for your log on to Tapestry and confirmation that you will adhere to the conditions of use.