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Teversham Pre-School

Inspire Believe Achieve

Autumn 2021

Dear Parent/ Carer,

Tapestry Online Journal

In Sparrow class we record and assess your child's learning using an online system called Tapestry. We use this company because they are a secure online company and provide us with an exciting way of keeping track of your child's development and their time with us. Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smartphone.

We will be able to instantly upload photos, videos, observations and assessments of your child. An alert is then sent to you to highlight a new addition has been made to your child's Learning Journal. As this is an online profile, we will need your permission to set up your child's account and give you your personal log in so that you can instantly follow your child's learning, add your own comments to entries and share with your family and friends. This will also allow you to upload photos and comments of your children's experiences at home so that these can be shared and a more holistic view of the child can be achieved.

The safeguarding of our children is very important to us. Please rest assured that the information about your child and their learning is secure and is only accessible by the members of staff and yourselves as parents with a unique log in. Any personal details about your child are confidential and will not be disclosed. You will only have access to your child's photos, learning and assessments and this cannot be seen by other parents. There may be instances when your child may appear in the background of a photograph documenting another child's learning so it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms.

On the back of this letter you will find some Frequently Asked Questions about the system. I would also like to signpost you to Tapestry's website where you will find lots of information and videos:

<http://evfs.info/tapestry-info/introduction>

Attached to this letter is a permission and information slip to allow us to set up a Tapestry account for your child. Please sign and return it as soon as possible. We would like to share videos and photos with you to show what they have been up to.

If you have any queries or concerns please do not hesitate to contact me.

Kind Regards,

Mrs S Smith Sparrow Class teacher, EYFS Lead

tevershampreschool@teversham.cambs.sch.uk

Head Teacher: Louisa Kenzie B.Ed **Deputy Head Teacher:** Julie Godfrey B.A

Chair of Governors: Tarita Smallwood and Liz Taylor

Our School is sponsored by: **The Marshall Group of Companies**

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 person 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.



Tapestry – An Online Learning Journal
Permission Slip

Child's Name: _____ **DOB:** _____

- I do/ do not give permission for an online Tapestry Learning Journey to be created and maintained for my child.
- I do/ do not give permission for my child's photo to appear in any group photos used in Learning Journeys.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

Up to 2 people can be added to the account. Please add the following people to the account:

Email 1 _____

Name 1 _____ Surname 1 _____

Relationship to child: _____

Email 2 _____

Name 2 _____ Surname 2 _____

Relationship to child: _____

Parent/Carer signature: _____

Print Name: _____

Date: _____

Please return this slip to the school office as soon as possible.