

Dear Parents and Carers,

All children in Reception at Jewell have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child’s experiences during their time with us.

We will be using Tapestry throughout your child’s time in reception, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child’s Learning Journey and, in addition to viewing our contributions; we will be encouraging you to add to it by uploading photos and comments, or commenting on observations made by us, therefore building up a complete profile of your child’s learning journey whilst at Jewell.

I wish to invite you all to complete the permission forms, including your name and email address that you wish to use to access your child’s profile. Once I have received this, an activation link will be sent to your email address, for you to be able to set up your own password.

We will be using this as a platform to communicate with you all and to set challenges for you and your child. It is so important that you sign up to Tapestry.

A full copy of the school’s policy for Tapestry Learning Journeys will be available on the school website.

Kind regards,

The Early Years Team

**Jewell Academy Tapestry- An Online Learning Journal Permission Slip**

Please return this slip to the office.

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read carefully before signing. If you have any questions or comments, please speak to your

child’s teacher.

* **I give permission for an online Tapestry Learning Journal to be created and maintained for my child.**
* **I give permission for staff at Jewell Academy 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/ carers of the pupils featured in that particular photo.**
* **I agree not to electronically share, by social media 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.)**
* **I agree to keep my login details safe and secure.**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(first and surname) as my username.

Signed by Parent/Carer responsible\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Policy for

**‘Privacy, Procedures and Security Policy for Tapestry Learning Journeys’**

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| --- | --- | --- | --- |
| **Date of last review:** | September 2020 | **Review Period:** | 2 years |
| **Date of next review:** | September 2021 | **Owner:** | Abigail Taylor |
| **Type of policy:** | School | **LAB or Trust Approved:** | LAB |

**Aims**

Jewell Academy School ensures that all children attending Early Years have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child’s achievements during their time with us.

It will also show children’s developmental progress through the different age bands of the EYFS.

**Procedures**

• Jewell Academy uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.

• Staff access allows input of new observations and photos or amendment of existing observations and photos. The Foundation Stage Teachers will be responsible for approving photos and assessments in each child’s Learning Journey.

• Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

• Parents logging into the system are only able to see their own child’s Learning Journey.

• Parents are asked to sign a consent form giving permission for their child’s image to appear in other children’s Learning Journeys, and to protect images of other children that may appear in any photos contained in their child’s Learning Journey.

• Tapestry is not used as a general communication tool between School and home. A child’s learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

• Parents will contact the School through the usual requirements for any other day-to-day matters and not through Tapestry e.g. absence, lost property, etc.

**Security**

• The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.

• Access to information stored on Tapestry can only be gained by unique user ID and password.

• Parents can only see their own child’s information and are unable to login to view other children’s Learning Journeys.