



8<sup>th</sup> September 2020

Dear Parents and Carers,

All Pre-School and Reception children attending Priorslee Academy have a personal online 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 use Tapestry, an online system, which is hosted within the EU on secure servers. The benefits to yourselves from Tapestry being on-line means you will have secure access (via a website or mobile app, which you login to using your email address and a password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and adjacent comments.

Our class has their own secure Tapestry website for which an account is required to enable access. In order for this to happen, we require you to provide the school with preferred e-mail address. Please note each parent only has access to their own child's Learning Journey; however, your child may appear in group photographs in other children's Learning Journeys. Therefore, as E-safety is extremely important to us at Priorslee Academy, we ask you to provide us with the information below and to sign the agreement to show that you understand and will agree with our guidelines.

If you do not have access to e-mail your child is still able to have an online Learning Journey which you may access using school computer equipment during specific dates throughout the year.

If you have any questions or queries about the online Learning Journeys, please do not hesitate to contact our fabulous EYFS team.

Many Thanks

Mrs Cooper  
Head of School



## Tapestry Frequently Asked Questions



### **Why use an online system?**

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper learning journal is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend preparing resource and supporting your children with their learning children.

### **How do I get onto the system?**

Tapestry can be accessed online at: <https://tapestryjournal.com/> once you have entered a password from the link which will be emailed to you. You will then be able to log on using your email and password. Tapestry is available as a free app from the Apple Store and also on Android devices. We 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 learning journal.

### **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 please come and see us as we may be able to set up sessions at school for you to come in a view your child's learning journal.

### **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.

### **What if I do not give permission for group photos?**

If you do not give permission for your child's photo to appear in any group photos then the photo will not be shared and you will only see photos that include your child on their own.



## Tapestry Permission Slip



I give permission for Priorslee Academy to hold an online Tapestry Learning Journey for ..... (name of child).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is..... (provide your e-mail address).

### **Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'**

As a parent I will...

- Not publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines:

Print name: \_\_\_\_\_

Name of child: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to the school office who will pass details on to your class teachers to set up your account and send out your login details once permission has been received.

