**Tapestry – An Online Learning Journal**

Dear Parents,

We are sending you an information letter regarding how we record your children’s progress within F1 and Reception. We use an online system of recording your child’s learning. 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 have chosen this company because it is a secure way of keeping track of your child’s development and their time with us.

We will be able to instantly upload photos, videos and observations of your child’s activities throughout the year. An alert will be sent to you to inform you that something new has been added to your child’s account and you will then be able to log in and view what your child has been up to.  A massive advantage of this system is that you can instantly add your own comments to entries.

The safeguarding of your children is very important to us.  Everything that is added to Tapestry will be added to our school account and can only be viewed by school staff that use the system, and also yourself, using your own log in.  You will only have access to your child’s own account and this cannot be seen by other parents.  Also, it is crucial that you do not share photos or videos from your child’s account on social media or through other online platforms.  Any incidents where this confidentiality is broken will be dealt with very seriously and may result in your access to the system being withdrawn.

We are very excited about introducing this system to our school and would like you to find out more about it too.  We have included some Frequently Asked Questions about the system. With this letter I would also like to signpost you to Tapestry’s website where you will find lots of information and videos: <http://eyfs.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 to your child’s teacher as soon as possible. We are only able to set up your child’s account once we have received permission from you.

If you have any further questions please do not hesitate to contact me.

Kind regards

Mrs McLaren



**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 use your email address, that you have already provided to set up your personal account.  This will be a secure way of logging in, and you will only be able to see your own child’s account.

**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 have a phone call.  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 be by email or phone call. All phone calls for support will need to be agreed due to teaching commitments.

**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.

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**Permission Slip**

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

Child’s Date of Birth: e.g. 01 September 2017 etc.

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**Class** (please circle):    2 year old preschool/ 3 year old Preschool / Reception

* By signing this,you agree to not electronically share, by social media or other platforms, any part of your child’s Learning Journey.

The email address I wish to use for my Tapestry account is:

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

Please use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (first and surname) as my username.

**Parent/Carer signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this slip to your child’s teacher as soon as possible.