



Rockwood Nursery School
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Head Teacher – Mrs Faith Stringer

Dear Parents and Carers,

This year, we are introducing an exciting new way to record, track and share your child's learning during their time at Nursery. This system, called an 'online learning journal' will enable staff to take photographs, videos and make written observations of the activities your child does at Nursery. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too.

Parents/carers can also add their own photos and comments to the journal. The system we are using is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our 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 the school staff that use the system, and also yourself, using your own log in details.

Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request. You will only have access to your child's journal and this cannot be seen by other parents. However, other children 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 book on social media or through other online platforms.

The photographs/ videos taken and uploaded to Tapestry by the school are the property of Rockwood Nursery School and you do not have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.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. On the back of this letter you will find some 'Frequently Asked Questions' about the system. We would also like to signpost you to Tapestry's website where you will find more information and videos: <http://eyfs.info/tapestry-info/introduction>.

Attached to this letter is a permission and information slip to enable us to set up a Tapestry account for your child. Please read this carefully, sign it (if you agree to the contents) and return to us at your earliest convenience.

Kind regards,

Faith Stringer
Head Teacher
Rockwood Nursery School





Frequently Asked Questions

Why use an online system?

Creating an Early Learning Journal is statutory for all children in Foundation as a way of assessing their learning. Until recently this was done by hand writing observations, printing out photos and cutting out and sticking all of these into a paper book which was all very time consuming and took staff out of the classroom. By taking photos and videos that can be instantly uploaded, linked to a child and annotated later on in the day drastically increases the amount of time that staff can spend with your children, supporting their learning. For the first time we will also be able to send you videos. In addition, using an online platform to complete your child's profile means that parents can instantly see what their child has been doing recently in nursery and parents can also share it with family members such as grandparents. This new system means you will have constant access to it and will receive frequent updates.

How do I get onto the system?

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. Once this is set up you will be sent an email allowing you to complete the setup process, including setting your own password. 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 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 Foundation Stage 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 observation has been added for your child.





Rockwood Nursery School Tapestry- An Online Learning Journal Permission Slip.

Child's Name: _____

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 Rockwood Nursery School 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 give permission for images and videos of my child to be viewed by Governors.
- 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 without the explicit written consent of the parents or carers of those children who may be included.)
- I agree to keep my login details safe and secure.

Please let us know below if you wish to change your email address to access your child's Tapestry account:-

Please let us know if you wish to add another parent/carer to access your child's Tapestry account:-

First Name: _____ Surname: _____

Email address of additional parent/carer: _____

All Parent/Carer/s that will be linked to the account need to sign below:

Name:

Name:

Signature:

Signature:

Date:

Date:

