



# CATSHILL FIRST SCHOOL AND NURSERY



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Mrs Georgia Plant – Head of School Mr Paul Essenhigh – Executive Headteacher

Friday 16<sup>th</sup> November 2018

Dear Parents/Carers

In Nursery and Reception we capture children's learning and development in a variety of ways. One method we use is through a secure online learning journey called 'Tapestry'. Each child in Nursery and Reception has their own learning journey on Tapestry where photographs and observations are recorded. All of this information is stored on a highly secure server which is monitored closely and complies with GDPR. We continue to gather pieces of work and short observation notes in your child's 'Proud Folder' as well as online.

We would like to offer parents/carers access to Tapestry. By logging on with a secure username and password you will be able to view **some** of your child's observations and photographs from their time in Nursery and/or Reception. This will enable you to follow your child's progress and you can reflect upon achievements with your child. You can add comments so that we, as a staff, find out about which activities your child really enjoys and about the learning they get up to at home. Staff will reference your child's learning to the Early Years Foundation Stage so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. Please note this is just **one** of the many forms of assessment we use, so whatever is on Tapestry is not the only information we use to assess your child's development.

Parents/Carers wanting to access their child's online Learning Journal must fill in the form below.

E-safety is extremely important to us, you will need to sign the user agreement (attached) and to provide us with an email address.

We ask that you state whether you are happy for your child to appear in other children's photographs on Tapestry.

Parents wanting further access to be able to add home photographs to Tapestry must attend one of our Tapestry Information Meetings, either on **Friday 30<sup>th</sup> November at 4:30pm-5pm** or **Wednesday 5<sup>th</sup> December at 2:30pm-3:00pm**. At this meeting we will explain how to use Tapestry and how you can add photographs to Tapestry.

Please return the slip by **Friday 23<sup>rd</sup> November 2018**.

Tapestry parents access will be processed after this date and you will receive a letter with your log in details.

We are sure that you will love this way of viewing your child's achievements as much as we do!

Yours sincerely

**Chloe Thompson-Yates**  
**Early Years Leader**

## Tapestry Parents' Meeting and Photograph Consent

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

- I would like access to my child's Tapestry account.
- I will be attending the Tapestry Parents' Meeting on **Friday 30<sup>th</sup> November, 4:30pm-5pm.**
- I will be attending the Tapestry Parents' Meeting on **Wednesday 5<sup>th</sup> December, 2:30pm-3pm.**  
or
- I do not want access to my child's Tapestry account and will not be attending the Tapestry Parents' Meeting.

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- I give consent for my child to appear in other children's photographs.  
or
  - I do not give consent for my child to appear in other children's photographs.

## Tapestry User Agreement

Tapestry access is provided for the benefit of parents, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

## Security and Privacy

- Protect your child's learning journey by keeping your password to yourself; never give someone else your login name or password.
- Log off the Tapestry app or website when you are not using it.
- The ability to download photographs is disabled. For the safety of all, do not attempt to copy or download any photographs.

## Observations and Comments

- Comments and observations made should be about your child's learning, progress and work. Speak to your child's class teacher if you have any other comments or questions.
- Comments and observations which are obscene or abusive are not permitted.

**Please read this document carefully. Only once it has been signed and returned will access to the Tapestry be permitted. If you violate these provisions, access will be denied.**

I have read and understand the above and agree to use Tapestry within these guidelines.

Email address:

Name (BLOCK CAPITALS):

Signature:

Date: