

Dear Parents/Carers



This year, we are introducing an exciting new way to record, track and share your child's learning during their time in Reception. 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 school. 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, children will sometimes be photographed with others as they work together and so your child may 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 Tapestry Learning Journal on social media or through other online platforms. The photographs/ videos taken and uploaded to Tapestry by the school are the property of 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.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 would also like to signpost you to Tapestry's website where you will find more information and videos <http://eyfs.info/tapestry-info/introduction>

You will receive your log-in details within the next few days. If you have any questions or concerns, please speak to a member of staff as soon as possible.

Many thanks for your continued support

K French - EY Leader