

Dear Parents and carers

At Stower Provost we use a Tapestry to record meaningful observations of your child's learning. In order for us to create an account we will need you to read through the information below, provide us with your email address and answer yes or no for the questions. If you have more than one parent who would like to have a Tapestry account, please could you provide us with both email addresses.

Tapestry is a GDPR compliant company, using secure servers in the UK to store data, further information regarding the security of Tapestry is available.

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place. You will be able to access your child's Learning Journey from a computer via <https://tapestryjournal.com> or by using the 'Tapestry' App on mobile devices, you will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement below. This will only give you access to your own child's Learning Journey. You can change your password if wished once you have accessed the account, other family members can be given access on your request. The only staff in School that can access your child's Learning Journey are members of the Hazel Class Team and the Senior Leadership Team. A staff user Policy and agreement is in place and also covers the use of staff working on the Learning Journey's at home.

Many of the most meaningful photographs taken in school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites, this is in line with our 'Social Networking' and 'Mobile phone/camera' policies, both are available to view in school. Failing to uphold this request will result in suspending your child's online Learning Journey.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions, you will also be able to add comments, photos and videos.

When you have returned the user agreement below you will be issued with a user guide and log in details.

Stower Provost Primary School Tapestry Online User Agreement

Childs name: _____

Email Address you wish to be linked to Tapestry: _____

I agree to Stower Provost School using Tapestry to create an online learning journey for my child. Yes / No

I agree to uphold Stower Provost's request not to share or upload any photographs showing other children.

Yes / No

I agree to my child appearing in group photographs that may be included in other children's Learning Journey's.

Yes / No

I agree to keep my log in details secure. Yes / No

I agree to my child's Teachers and TA working on their Learning Journey at home and in line with the Staff policy and user agreement. Yes / No

I agree to be able to download my child's learning journey at the end of the year that may have other childrens' photos in as part of group shots. Yes / No

Please circle Yes or No for each statement. The manager will contact you to discuss the steps we will take to adhere to your wishes if you have selected 'No' to any of the statements.

Parents name:

Signature:

Date: