Dear Parents and Carers,

All children in Reception have a personal learning journal which stores photos, observations and comments in line with the Early Years Foundation Stage (EYFS). All of these build up a record of your child’s experiences during their time with us.

We use an educational programme called ‘Tapestry’ to create your child’s online journal. Parents are only able to view their own child’s journal through a secure username and password and all information is stored on a highly secure server, which is monitored closely.

The benefits of Tapestry being online is that, by logging on with a secure username and password, you will be able to view all of your children’s observations, photographs and even videos almost as soon as they happen! This will enable you to follow your child’s individual progress closely and talk about these achievements with your child. In addition to viewing our contributions, we encourage you to add to it by uploading photos and comments or commenting on observations that have been made by us. We love to find out about the learning that your child enjoyed and also the fantastic events and learning that happen at home!

As children play in close proximity with their friends, it does not reflect a true picture of their time in Early Years if photographs are only of a single child. Therefore photographs of your child may appear on their friends’ learning journeys and vice-versa.

E-safety is extremely important to us at The Trumpington Federation, therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines. Once you have signed and returned the attached form we will send you an activation email so you can access your child’s online learning journey.

If you have any questions or queries about Tapestry please do not hesitate to ask. We are sure you will love viewing your child’s achievements in this way as much as we do!

Yours sincerely,

The Early Years Team

**Guidelines for accessing and using Tapestry ‘Online Learning Journals’**

**I consent to staff taking photos of my child to be included in their online learning journal.**

 Yes  No 

**I consent to photographs containing my child’s image being included in other children’s learning journals.**

 Yes  No 

*E.g. your child may be sharing a book or making a model with another child.*

**I consent to treat images containing other children sensitively.**

 Yes  No 

*E.g. the photo cannot be displayed or shared with others without explicit consent from the parent/ carer of the child that is included in the photo. For example, these photos cannot be posted on social networking sites or displayed in a public place.*

**As a parent I will…**

* **Not** publish any of my child’s observations or photographs on any social media site.
* Keep the login details within my trusted family.
* Speak to a member of staff if I experience any difficulties accessing my child’s learning journey.
* I agree to the above guidelines and have read the accompanying information sheets.

Name of child: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delete as appropriate:

Fawcett/ Trumpington Meadows Nursery/Reception

Print parent/ carer name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing and returning this form and providing us with an email address you agree to The Trumpington Federation creating a Tapestry online learning journey account for your child.