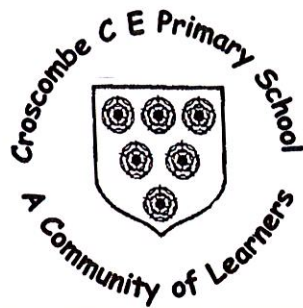


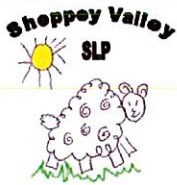
# CROSCOMBE

Church of England  
Primary School

HEADTEACHER Steve Heath



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18<sup>th</sup> May 2018

Dear Parents/carers

Acorn Class is very pleased to announce our new online learning journeys, through the educational software called 'Tapestry,' which will enable us to record your child's experiences and learning development (through observations and photographs) in-line with the statutory 'Early Years Foundation Stage Curriculum' (EYFS). Tapestry is hosted in the UK on a secure server which is in compliance with the Data Protection Act 1998. Your child's learning journey will be accessible to you and whoever you nominate through secure access, via an email address and password. Staff will reference your child's learning to the EYFS profiles and age bands they are working in. There is a comments box for you to add your contributions to your child's learning journey. We will still keep some paintings/drawings to place in their class files and photograph this work for Tapestry - this means your child can take home their precious creations.


E-safety is extremely important to Croscombe School, therefore we have set up a policy to support the use of Tapestry; it is called 'Policy for online Learning Journeys (Tapestry)' - a copy of which can be seen on 'page 2' of this letter. You will be given details of your password when consent forms, with email addresses, have been returned.

We propose to have your parent/carer access to Tapestry from September 2018. If you have any questions or concerns, please do not hesitate to come and see me.

I would be grateful if you could return the consent forms as soon as possible (no later than 6<sup>th</sup> July 2018 please).

Kind wishes

  
Sam Moore  
EYFS Lead & Acorn Class Teacher  
Reception and Year 1

  
Steve Heath  
Executive Headteacher  
Croscombe CofE Primary and Stoke St Michael

## Policy for online Learning Journeys (Tapestry)

### Aims:

Croscombe Church of England Primary School ensures that all Reception aged children have a personal learning journey in accordance to the Government Early Years Foundation Stage (EYFS) Curriculum. Learning Journeys will record observations, comments and photographs, which will reflect developmental progress through the different age bands of the EYFS.

### Procedures:

- Tapestry learning journeys allow staff, parents and carers to access a child's information via a password protected email address.
- The class teacher or teaching assistants will input new observations, information and photographs then link these to aspects of the EYFS.
- Parent/carer access allows input of additional comments, observations and photographs once a secure password, to log into a child's account, has been given.
- Parents/carers can only see their own child's learning journey, any other children featured in an observation will not contain their name; being referred to as 'c1' 'c2'. Authorisation is to be given for photographs of children to appear in one another's learning journeys.
- Tapestry is for the sole purpose of recording children's development; other matters regarding your child, e.g. absence and general queries are to be dealt with via the normal procedures.

### E-security:

- Tapestry on-line learning journey system is hosted by a UK based secure server.
- Access to children's learning journey information can only be gained by a unique ID and password which is applicable for staff and parents/carers.
- Any misuse of the purpose of the learning journey, then Croscombe School has the right to suspend a parental/carer account.

This policy has been adopted by Croscombe C of E Primary School. Signed on behalf of the setting by:

  
\_\_\_\_\_  
N CRAMP

*Print name*

*Chairperson*

Date 22/5/18

  
\_\_\_\_\_  
S.G. HEATH

*Print name*

*Headteacher*

Date 21.5.18

  
\_\_\_\_\_  
SMOORE

*Print name*

*Class Teacher & Computing Lead*

Date 18.5.18

SAMANTHA-JAYNE MOORE

## Learning Journeys online- Tapestry

For you to be able to access your child's learning journey we need to set up an account for you (each child can have more than one account if needed). Please complete the below form and return it to the school office.

Tapestry can be accessed via a laptop, PC, tablet devices and mobile phones. Please let us know which device/s you will be accessing your child's account on and we will provide you with the relevant instructions on how to set this up.

I give permission for preschool to create an online Tapestry learning journey for-

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

	Account one	Account two (optional)
Parent/carers name		
Parent/carers name		
Email address		
Access Device		

For E-Safety- I/we agree not to post any content from my child's tapestry learning journey on any social networking site, e.g. Facebook, Twitter, emails. Please note - if the school becomes aware that information/images have been posted on social media then Croscombe School reserves the right to suspend your child's account.

*I/we consent to photographs of my child being taken by authorised personnel representing the School:*

YES \_\_\_\_\_ NO \_\_\_\_\_

*I/we consent to photographs of my child to be included in other children's learning journeys:*

YES \_\_\_\_\_ NO \_\_\_\_\_

All information included on your child's Tapestry learning journey will comply with the Data Protection Act 1998.

*Signed by Parent/carers* \_\_\_\_\_