

Dear Parents/carers

We are in the process of setting up an online Learning Journey (LJ) account for your child. Tapestry is a GDPR compliant company using secure servers in the UK to store data, further information regarding the security of Tapestry is available in school or a copy can be emailed by request.

We will use Tapestry to record observations, comments and photos to show progress during the first year in school (Reception), 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 given to you on receipt of the signed user agreement below, this will only give you access to your own child’s LJ, you can change your password if wished once you have accessed the account, the only people in school with access to your child’s LJ will be the Mrs Quick (class teacher) and Mrs Holt (teaching assistant) who will be responsible for managing your child’s LJ.

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 publically or uploaded onto any social media websites, this is in line with our ‘Social Networking’ and ‘Mobile phone/camera’ policies, failing to up hold 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 video.

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

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**Cromford C of E School Tapestry Online User Agreement**

 Please circle Yes or No for each statement.

 **Childs name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* I agree to Cromford C of E School using Tapestry to create an online learning journey for my child. **Yes / No**
* I agree to uphold the school’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**

Mrs Quick 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:**