DANE GHYLL C. P. SCHOOL & NURSERY
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Our ref: VS/JH   June 2020

Dear Parents/Carers,

In Nursery and Reception Class, we provide all children with a 'learning journey' which records your child's progress with us. This is provided electronically through online educational software called 'Tapestry'.

All children attending Dane Ghyll Nursery and Reception Class will have a personal on-line learning journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us and to compliment other forms of observation and assessment already in place.

Tapestry is a system which is hosted in the UK on secure servers. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. By logging onto secure servers with a secure username and password you will be able to view all of your children's observations, photographs and even video. The benefits to yourselves from Tapestry being on-line means you will have secure access to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Tapestry can be accessed via web browser at https://eylj.org/ or, a free app can be downloaded for phone/tablet from the Apple store or Google play store. More information will be provided in a "set up" email.

A copy of our school Tapestry policy will be provided with this letter for your information and when the 'Online User Agreement' slip has been returned, you will be issued with log in details via email.

Yours sincerely

V Smithson

Mrs V Smithson
Reception Teacher

Tapestry Online User Agreement

Childs name: _____

- I agree to uphold the schools request not to download photographs or share photographs (including screenshots) from tapestry to any other online platform including social networking sites (such as facebook, twitter, instagram etc). **I understand that any breach of this will be taken extremely seriously and will result in access being withdrawn from the system.**
- I agree to my child appearing in group photographs that may be included in other children's learning journeys.
- I agree to keep my log in details secure.
- I agree to my child's class teacher working on their learning journey at home and in line with the staff policy and user agreement.
- The email address(es) I would like to be linked to my child's learning journey is:
  (if you would like separate access for both parents then please provide additional email addresses)

  _____

  _____

Parents Name:_____ Date:_____

Signature_____

Tapestry Policy

Online learning journals

Policy statement

At Dane Ghyll CP School we provide all Nursery and Reception children with an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop across the early years foundation stage, from their first day, through to the end of the Early Years Foundation Stage as they prepare to move to Year 1.

Procedures

- At Dane Ghyll School, we use the secure online system Tapestry in our Nursery and Reception Classes, which allows staff and parents to access the information via a personal password protected login.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- **Before using/accessing the system, parents have to sign and agree not to download and share any information on any other online platforms or social networking sites (such as Facebook). Any breach of this will be taken extremely seriously and will result in access being withdrawn from the system.**
- Whilst Tapestry provides a fantastic tool for sharing information between the setting and parents, is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments or contribute with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the school during a prior agreed time.

<u>Safe Use Agreement</u>

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should change their pin number log in on a termly basis to ensure security and prevent any unauthorised access.
- Staff should not share log in or password details with any person not employed by Dane Ghyll CP School.
- Staff should not share any information or photographs relating to children with any person not employed by Dane Ghyll CP School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Dane Ghyll CP School.
- At all times staff must comply with Child Protection policies and Computer safe use policies.

This policy runs in conjunction with the following policies:

Dane Ghyll CP School Safeguarding policy

Date implemented: September 2018

Review Date: July 2019