

Eaton Primary School

An Evolution Academy Trust School

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Headteacher
Mr Allan Lowe MA(Oxon),NPQH

25 September 2015

Dear Parents and Carers

This year, we are introducing an exciting new way to record, track and share your child's learning during their time in Reception. This system, called an 'online learning journal' will enable staff to take photographs, videos and make written observations of the activities your child does at school. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal.

The system we are using is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by the school staff that use the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals. Once the Learning Journal is set up, it is crucial that you **do not** share photos or videos from your child's book on social media or through other online platforms.

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The photographs/ videos taken and uploaded to Tapestry by the school are the property of Eaton Primary School and you **do not** have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

We are very excited about introducing this system to our school and would like you to find out more about it too. On the back of this letter you will find some 'Frequently Asked Questions' about the system. We would also like to signpost you to Tapestry's website where you will find more information and videos: <http://eyfs.info/tapestry-info/introduction>

Attached to this letter is a permission and information slip to allow us to set up a Tapestry account for your child. Please read this very carefully before signing and returning it to your child's teacher **as soon as possible and no later than Friday 2nd October**. You will be given your account details in the next few weeks.

Yours sincerely

Mr. Allan Lowe
Headteacher

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Eaton Primary School Tapestry- An Online Learning Journal Permission Slip

Please return this slip to your child's teacher as soon as possible, and no later than **Friday 2nd October**.

Child's Name: _____

Class (please circle): Rabbit Class Hedgehog Class

Please read carefully before signing. If you have any questions or comments please speak to your child's teacher.

- I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
- I give permission for staff at Eaton Primary School to take photographs and videos of my child to be used in their online Learning Journal.
- I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that particular photo.
- I agree **not** to electronically share, by social media or other platforms, **any** part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included.)
- I agree to keep my login details safe and secure.

The email address I wish to use to access my child's Tapestry account is:

Please use _____
(first and surname) as my username.

All Parent/Carer/s that will be linked to the account need to sign below:

Name:

Name:

Signature:

Signature:

Date:

Date:

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