



Shenley Primary School

London Road
Shenley
Hertfordshire
WD7 9DX

Headteacher: Mrs Rachel Amos

Telephone: 01923 855864 Email : admin@shenley.herts.sch.uk Website: www.shenleyprimary.co.uk Twitter: @SchoolShenley

Dear Parent/Carer,

Within our setting we use an exciting way to record, track and share your child's learning during their time in Nursery and Reception. This system, called an 'online learning journal' enables staff to take photographs, videos and make written observations of activities your child completes at school. We would like to share what your child has been up to regularly, using this resource. You will then have access to this information using your email address and a secure password to log in so you can celebrate your child's learning at home too. Parents/carers can also add their own photos and comments to the journal from home.

The version of online learning journal 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 by yourself, using your own log in details. It is only you who will 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 seek permission for your child to appear in photographs with other children's learning journals. Once the journal is set up, it is very important that you do not share photos or videos from your child's journal on social media or through other online platforms. The photographs/videos taken and uploaded to Tapestry by the school are the property of Shenley 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 child and other people's children by viewing 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn. More information about Tapestry can be found at <https://tapestry.info/>

You can access Tapestry on a PC, laptop, or a device. The Tapestry app is downloadable on iOS and Android and you will need to select the icon with the colours rather than the classic black and white icon as this is outdated.

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 return it to a member of staff or the school office. You will then receive an email from Tapestry asking you to set up your account and add your own personal password.

Yours sincerely,

Mrs J Light	Mrs R Amos
EYFS Teacher	Headteacher

Tapestry Permission Form and Parental Agreement

Child's name _____

Child's Class (please circle) Nursery / Reception

Please read carefully before signing. If you have any questions or comments, please speak to a member of Early Years staff.

- I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
- I give permission for staff at Shenley Primary school to take photographs and videos of my child to be used in their learning journal.
- I give permission for my child to appear in group photos used in the learning journal.
- I understand that my child's image will be seen by all parents/carers of the pupils featured in the particular photo.
- I **WILL NEVER** electronically share, by social media or other platforms, any part of my child's Journal (including photos and videos).
- I understand that my child's Learning Journal is to be used for my own personal use.
- I agree to keep my login details safe and secure.

If both parents would like to receive the journal please print both email addresses,

In order to set up the account, a signature is required per parent/carer.

	Parent/Carer 1	Parent/Carer 2
Email address for Tapestry set up.		
Parent/Carer Name		
Relationship to child		
Parent signature		
Date		