



**COUNTESS
GYTHA
PRIMARY
SCHOOL**

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Mrs Lisa Goodland Headteacher

Dear Parents

At Countess Gytha Primary School, we use an online system of recording for your child's learning in our Reception class. You can watch your child progress throughout their school years and you can add photos and comments from home.

Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone. We have chosen this company because they are a secure and also exciting way of keeping track of your child's development and their time with us.

Instead of using the old paper book style way of recording, we will be able to instantly upload photos, videos and observations of your children. You are then emailed to alert you that something new has been added to your child's Learning Journal and you can log on and view what your child has been up to. A massive advantage of this system is that you can instantly add your own comments to entries, and can show your child's online book to members of the family.

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 school staff that use the system, and also yourself, using your own log on. You will only have access to your child's own book and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms.

If you would like more information, please visit the Tapestry website where you will find lots of 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 sign and return it to the school office, you will later receive your login details.

If you have any further questions please do not hesitate to contact me.

Yours sincerely

Mrs Goodland

Head teacher

Tapestry – An Online Learning Journal

Permission Slip

Child's Name: _____ Class: **Merlin Class**

- I do/ do not give permission for an online Tapestry Learning Journey to be created and maintained for my child.
- I do/ do not give permission for my child's photo to appear in any group photos used in Learning Journeys.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

The email address I wish to use for my Tapestry account is:

Parent/Carer signature: _____ **Date:** _____

Tapestry Guidelines for Parents

Agreed guidelines for accessing and using Tapestry Online Learning Journeys:

As a parent I will...

- **NOT** publish any of my child's observations, photographs or videos which are included within their individual Learning Journey on ANY social media sites such as Facebook.
- Keep my login details secure and NOT give them to anyone else to use.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.

I agree to the above guidelines:

Name of child:

Sign:

Print name:

Date:

Email address:.....

My child already has a Tapestry account