



GREAT HOCKHAM PRIMARY SCHOOL AND NURSERY

Headteacher: Mrs L Hazard



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31st October 2023

Dear Parents and Carers,

As you may be aware, we use an online tool to record, track and share your child's learning during their time in Reception and Nursery. This system, called Tapestry, is an online learning journal and enables staff to take photographs, videos and inform you of what your child has been learning each week. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate and follow up this learning at home too. Parents/carers can also add their own photos to the journal.

Tapestry is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central secure 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 on request. You will only have access to your own child's journal and this cannot be seen by other parents. However, children in 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 the photos or videos on social media or through any other online platforms.

The photographs/videos taken and uploaded to Tapestry by the school are the property of Great Hockham Primary School and Nursery and you do not have permission to upload these on to 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Any incidents where this is broken will be dealt with very seriously and will result in your access to the system being withdrawn. You are able to find more information about Tapestry by visiting: <http://eyfs.info/tapestry-info/introduction>

Attached to this letter is a permission slip to allow us to set up a Tapestry account for your child. Please read this very carefully and return it to the class teacher by Monday 6th November. You will be given your account details in the next few weeks.

I realise that for some parents/carers, the system is already set up, but please return the form below so that we have up to date records.

Yours sincerely,

Miss Milton

Creative, Caring, Daring

Tapestry - An Online Learning Journal Permission Slip

Child’s Name:

Please read carefully before signing, if you have questions please ask Miss Milton.

- I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
- I give permission for the staff at Great Hockham Primary School and Nursery to take photographs and videos of my child to be used on 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 viewed by all parents/ carers of the pupil featured in that particular photo.
- I agree to not 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 the children that 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:

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

All parent and carers that will be linked to the account need to sign below:

Name:

Name:

Signature:

Signature:

Date:

Date: