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Dear Parents/Carers,

At preschool we use online learning journeys for your children. We use a piece of educational software called ‘Tapestry’ which is used by many schools and nurseries and gets very positive feedback. Tapestry is a GDPR compliant company using secure servers to store data. Further information regarding the security of tapestry is available and this can be emailed to you if you wish.

By logging on with a secure username and password you will be able to view all of your children’s observations and photographs from their time at Preschool. You will receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child’s individual progress closely and you can reflect upon their achievements with your child. You can add comments so that staff find out about which activities your child really enjoyed and the learning they get up to at home. Staff will reference your child’s learning to the EYFS profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. All of this information is stored on a highly secure server which is monitored closely.

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, you will be able to access your child’s Learning Journey from a computer via <https://tapestryjournal.com> or by using the ‘Tapestry’ App on mobile devices. You will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement attached, this will only give you access to your own child’s Learning Journey.

Many of the most meaningful photographs taken in pre-school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites, this is in line with our online safety policy (available to view in pre-school). Failing to up hold this request will result in suspending your child’s online Learning Journey.

We hope that this system will prove to be a positive step in sharing information, especially for those parents who do not often get in to preschool to see the paper learning journeys or to share information with staff.

When you have returned the attached user agreement you will be issued with a user guide and log in details. We will need a separate user agreement and email address for each parent.

If you have any questions about any of this, please speak to Jessica in preschool.

Many thanks,

Jessica

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**St Thomas’ Preschool Tapestry Online User Agreement**

 **Childs name:**

* I agree to St Thomas’ Preschool using Tapestry to create an online learning journey for my child. Yes / No
* I agree to uphold the pre-schools request not to share or upload any photographs showing other children. Yes / No
* I agree to my child appearing in group photos that may be included in other children’s Learning Journey’s. Yes / No
* I agree to keep my log in details secure. Yes / No
* I agree to my child’s key person working on their Learning Journey at home and in line with the Staff policy and user agreement. Yes / No

Please circle Yes or No for each statement. The manager will contact you to discuss the steps we will take to adhere to your wishes if you have selected ‘No’ to any of the statements.

 **Parents name:**

 **Signature:**

 **Date:**

 **Email address you wish to use for Tapestry:**