**Tapestry – An Online Learning Journal**

Dear Parents,

At Robert Miles Infants, we use an online system of recording children’s learning in Reception at Robert Miles Infants. Tapestry is a website which can be accessed on a computer, laptop, tablet or smartphone.  We have chosen this system because it provides a secure and exciting way of keeping track of your child’s learning and their time with us. It is a system used in many Early Years settings and Key Stage 1 classrooms.

Instead of always using paper and books for recording, we will sometimes upload photos, videos and observations of your children. You will be emailed with an alert to let you know that something new has been added to your child’s Journal.  You will see photographs of your child or read comments about their learning. You can instantly add your own comments to entries and can show your child’s online book to members of the family. We can set up multiple relatives for each child so all parents, grandparents and other relatives who you give permission to can receive notifications and view the journal. You can also add observations from home linked to their learning, for example an outdoor activity or enjoying reading a book.

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 yourself.  You will only have access to your child’s own **book** and this cannot be seen by other parents. If you give permission, you and other parents may view your child in an **observation** which involves multiple pupils, for example taking part in a group learning activity. However these photographs are locked and must not be shared. You are not permitted to download photos and videos that are attached to group observations. 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.  Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

On the back of this letter you will find some Frequently Asked Questions about the system.  The Tapestry website also provides 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 as soon as possible.  Once we have processed your details, **you will receive an email activation link. Please activate your account within 14 days of receiving this.**

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

Kind regards

Mrs Ryan

EYFS Phase Leader



**Frequently Asked Questions**

**Why use an online system?**

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming.  By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

**How do I get onto the system?**

If you consent to us using Tapestry for your child, school will set up an account for you and provide you with log on details.

Tapestry can be accessed online at:<http://eyfs.info/tapestry-info/introduction>

It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account.  This will be a secure way of logging in, and you will only be able to see your own child’s book.

**I don’t have a computer, laptop, tablet or smartphone.  How can I access Tapestry?**

If you are unable to access the Internet on any device at home, then you will still be able to access your child’s book by arranging a mutually convenient time with your child’s teacher to come into school.  You will be provided with access to your child’s account and support if needed.

**I am not very confident with computers or the Internet.  How can I access Tapestry?**

One of the reasons for us choosing Tapestry was ease of use.  It is a very easy system to use, but should you have any problems, a member of staff will be happy to support you.

**Why do you need my email address?**

Your email address is required in order to set you up with access to your child’s account.  It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

**Tapestry – Online Learning Journal**

**Permission Slip**

**Pupil Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class**:    Reception 2021-22

* I give permission for an online Tapestry Learning Journey to be created and maintained for my child.

* I 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.

**Parent/Carer signature:** \_\_\_\_\_\_\_\_

**Date:** \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family members to access to my child’s Learning Journal:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Surname** | **Relationship to child:** | **Email address** |
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