



## Larkhill Primary School

Wilson Rd, Larkhill, Salisbury SP4 8QB

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Principal: Mrs. Emily Taylor



**TAPESTRY**  
ONLINE LEARNING JOURNAL

Dear Parents/carers,

Tapestry is a GDPR compliant company using secure servers in the UK to store data, further information regarding the security of tapestry is available, a copy will be added to the policies and procedures folder in the parent information box or a copy can be emailed by request to the manager.

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place, you will be able to access your child's Learning Journey (LJ) 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 below, this will only give you access to your own child's LJ, you can change your password if wished once you have accessed the we account, other family members can be given access on your request, the only people in school with access to your child's LJ will be the teacher and teaching assistants, who will be responsible for managing your child's LJ, staff will only be able to log in to the children's LJ's via a log in pin code, and only devices provided by the school, they will not be able to log in on any other devices away from the setting due to the Foundation Stage Leader needing to log in on all devices using a secure username and password before staff could log in using their pin codes. A staff user Policy and agreement is in place.

Many of the most meaningful photographs taken in 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 publically or uploaded onto any social media websites, failing to uphold 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, as well as viewing our contributions, you will also be able to add comments, photos and videos.

When you have returned the user agreement below you will be issued with a user guide and receive an email with steps to set up your account.

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**Larkhill Primary School Tapestry Online User Agreement**

**Childs name:**

**Email address to be used for accessing your child's account**.....

- I agree to Larkhill school using Tapestry to create an online learning journey for my child. Yes / No
- I agree to uphold the schools request not to share or upload any photographs showing other children. Yes / No
- I agree to my child appearing in group photographs 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 teacher 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. Your child's class teacher 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:**

