**The Palmer Academy**

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**Executive Headteacher**: Mr Aaron Wanford

**Head of School**: Miss Libby Thomassen

**Tapestry**

This year in Nursery and Reception we are using Tapestry online learning journey. This will allow for parents and carers to access and contribute to their child’s learning journey. In order to do this, we need some information from you and agreement to use your data.

Please fill in the table below and give this letter to your child’s class teacher. Please can you write in **BLOCK CAPITALS** and ensure your letters are clear as this will avoid your child’s data going to the wrong email address.

|  |  |
| --- | --- |
|  | Parent Information  |
| First Name |  |
| Last Name |  |
| Email address |  |
| Do you already have a Tapestry account with your child’s current Nursery?If so, which Nursery? |  |



Tapestry – Parent Agreement Form

Agreed guidelines for accessing and using Tapestry ‘Online Learning Journeys

As a parent/carer I will …

* Not publish any of my child’s observations, photographs, or videos on any social media site
* Keep the login details within my trusted family
* Speak to a member of staff if I experience any difficulties accessing my child’s learning journey
* Ensure comments made are appropriate and in the best interest of my child
* Understand that my child’s image may be used in another child’s profile if they are engaged in the same profile (first name only). This image will not be shared by any other parent (as above).
* Ensure I do not use any other children’s full names/ details within the comments I make.

I agree to all of the guidelines above:

|  |
| --- |
| Name of child:  |
| Name of parent: |
| Signature:   | Date: |

Once this contract is signed and returned, a profile will be created for your child. Once this has been completed you will be sent an email with the link to set up your account.

Yours sincerely,



Miss Thomassen

**Head of School**