

Dear Parent,

We are very pleased to announce our new online learning journeys! We have decided to create individual ‘learning journeys’ for your child through a piece of educational software called, ‘Tapestry’. By logging on with a secure username and password you will be able to view all of your children’s observations and photographs of their time at Greatworth Pre-School. Once you have given us an email address, we will set up an account for you and you will receive an alert 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 we, as 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 Early Years Foundation Stage (EYFS) profile so you will know which area of learning your child is achieving 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.

For new starters the learning journal is started once your child has started Pre-School. During their first term, entries will be made regularly as staff get to know the children. Access to information stored on Tapestry can only be gained by the unique user ID and password. Parents can only see their child’s learning journal and cannot log in to others’. We strongly recommend that you change the password to something personal to you on your first visit.

Tapestry is not used as a general communication between Greatworth Pre-School and home. Please continue to contact us through the normal channels regarding absence, illness, concerns, etc.

E-safety is extremely important to us at Greatworth Pre-School, therefore we ask you to provide us with the following information, and to sign the agreement and other information overleaf to show that you understand and will agree with our guidelines. Please return by Thursday 24th March 2016.

We are sure you will love this way of viewing your child’s achievements as much as we do! If you have any questions once you have accessed your child’s profile pleas speak to Katy or Clarissa.

Many thanks,

Katy Emms

**AGREED GUIDELINES FOR ACCESSING AND USING TAPESTRY ‘ON-LINE LEARNING JOURNALS.**

As a parent I will………

NOT publish any of my child’s observations, photographs or videos on any social media site.

Keep the log-in details within my trusted family.

Speak to a member of staff if I experience any difficulties accessing my child’s learning journal.

I agree to the guidelines:

NAME OF CHILD:…………………………………………………………………………………………………………….

PRINT PARENTS’ NAME:……………………………………………………………………………………………….

SIGNATURE:…………………………………………………………………………………………………………………….

DATE:………………………………………………………………………………………………………………………………….

EMAIL TO BE USED:………………………………………………………………………………………………………

**OR** If you do not have access to email please tick this box and we will arrange a convenient time for you to use an office computer to access your journal.

Please return this form to your child’s key person and Katy will set up your account and log in details shortly.

Thank you.