



Cranford Park CE Primary School

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Online Learning Journal – Parents' Guide

Introduction

At Cranford Park Primary we use **Tapestry**, an online learning journal, for our Reception Class.

All children in our Reception Class will have a personal on-line learning journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

Tapestry is hosted on secure servers in the EU. You will have secure access (via email address and password) to your child's Learning Journal and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will only be viewed by school staff using the program, and also yourself, using your own log on. You will only have access to your child's own learning journal and this cannot be seen by other parents. It is crucial that you do not share photos or videos from your child's learning journal on social media or through other online platforms. Any incidents where this confidentiality is broken will result in your access to the system being withdrawn.

We have attached some Frequently Asked Questions about the program for your information. If you have any further questions please do not hesitate to contact us.

Please sign and return the attached permission and user agreement slip as soon as possible. You will then receive an email enabling you to log onto your account.

Yours sincerely

Tina Nowell
Headteacher



Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper learning journal 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.

How do I get onto the system?

Tapestry can be accessed online at: <https://tapestryjournal.com/> once you have entered a password from the link which will be emailed to you. You will then be able to log on using your email and password.

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

We 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 learning journal.

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 please come and see us as we may be able to set up sessions at school for you to come in a view your child's learning journal.

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 the Early Years Team 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.

What if I do not give permission for group photos?

If you do not give permission for your child's photo to appear in any group photos then the photo will not be shared and you will only see photos that include your child on their own.



Tapestry Online Learning Journal – Permission and User Agreement Form

I do/ do not give permission for Cranford Park (CofE) Primary School to create an online Tapestry Learning Journal for

..... (name of child). (DOB)

The e-mail address I would like to link with the account so I have access to my child’s Learning journal is

..... (provide your e-mail address).

Agreed guidelines for accessing and using Tapestry ‘Online Learning Journals’

As a parent I will...

- **Not** publish any of my child’s observations, photographs or videos on any social media site
- Understand that my child’s image may be used in another child’s profile if they are engaged in the same activity. This image will **not** be shared by the other parent (please see above point)
- Keep the login 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:

Print name: _____

Name of child: _____

Signature: _____ Date: _____