Dear Parents,

At St Nicolas School, staff use an electronic system to record, track and share children’s learning during their time in the Reception classes. This system, called an ‘online learning journal’ will enable staff to take photographs, videos and make written observations of the activities your child does at school. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home. Parents/carers can also add their own photos and comments to the journal.

The system we are using is called ‘Tapestry’ and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. 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 the school staff that use the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue).

You will only have access to your child’s journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work together. For this reason, we need consent for your child to appear in photographs within other children’s Learning Journals (your child’s name will not appear with the photo). Once the Learning Journal is set up, it is crucial that you do not share photos or videos from your child’s book on social media or through other online platforms.

The photographs/ videos taken and uploaded to Tapestry by the school are the property of St Nicolas Primary School and you do not have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people’s children by viewing and using them carefully.

**Parents must ‘opt in’ in order for us to use this resource for your child.**

Please fill in the consent form below to allow staff to set up your child’s account. You will then receive an email from ‘Tapestry’ and will be asked to follow a link to the website where you can set up your account.

We look forward to sharing some of your child’s special learning experiences with you at this very important part of their school life.

Yours sincerely,

Mrs K Edwards & Mrs R Sweeney

Reception Teachers

St Nicolas Primary School Tapestry- An Online Learning Journal Permission Slip

**Parents must ‘opt in’ in order for us to use this resource for your child.**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_

Please read carefully before signing.

If you have any questions or comments, please speak to your child’s teacher.

• I give consent for an online Tapestry Learning Journal to be created and maintained for my child.

• I give consent for staff at St Nicolas Primary School to take photographs and videos of my child to be used in their online Learning Journal.

• I give consent for my child to appear in any group photos used in the Learning Journal. I understand that my child’s image will be viewable by all parents/ carers of the pupils featured in that particular photo.

• I agree not to electronically share, by social media or other platforms, any part of my child’s Learning Journal (including photographs and videos). I understand that my child’s Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included).

• I agree to keep my login details safe and secure.

The email address I wish to use to access my child’s Tapestry account is:

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Please use the following (first and surname) as my username:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

All Parent/Carer/s that will be linked to the account need to sign below:

Name: Signed: Date:

Name: Signed: Date: