

Lightwoods Primary School

Years 3 – 6 Castle Road East, Oldbury, West Midlands B68 9BG
EYFS Yr1 & Yr2 Wolverhampton Road, Oldbury, West Midlands B68 0LP
Telephone: 0121 429 2542

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Tapestry Online Learning Journal – Parents' Guide

Introduction

This year, we have decided to trial Tapestry, an online learning journal, in Reception. All children in our Reception Classes 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.

As children rarely play in isolation in Reception, we wholeheartedly encourage and support collaborative play, therefore there may be photographs which include a number of children alongside your own. We will endeavour to capture your child individually but this may not always be possible. We are therefore making you aware of this and ask you inform us if you would prefer us not to include your child on other's observations. We will refer to other children by first name only on observations.

Tapestry is hosted on secure servers in the UK. 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 Any incidents where this confidentiality is broken will result in your access to the system being withdrawn.

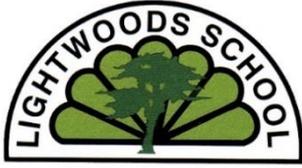
In the event that a whole class or more self-isolate due to COVID, they will take part in 'Blended Learning' which is where the teacher will use technology to deliver their learning. The **Tapestry** application will be used by Reception staff to deliver activities, set tasks and respond to work which is completed at home in line with our Blended learning Policy.

Your accounts have been set up ready to go, using the email you have registered with school, and as soon as they are activated you will receive an invitation to register and create your own personalised log on, once this is done you will start to receive observations for your child and in turn you can respond to us and share things from home.

I have attached a permission and user agreement form below to be signed and returned to school as soon as possible.

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

Mrs Whitehouse (EYFS Lead)



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Tapestry Online Learning Journal – Permission and User Agreement Form

I do/ do not give permission Lightwoods Primary School to create an online Tapestry Learning Journal for (name of child).

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: _____

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

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 let us know and we will print your child's journey for you see during key points in the year

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.