

Agreed Procedures for Accessing and Using Tapestry Online
Learning Journeys



Tapestry is an online journal recording all the learning and fun of children's early years' education. Tapestry allows staff to capture children's learning using iPods and iPads whilst in Reception.

We use this information to inform our assessment of the children against the Early Years Foundation Stage Framework. Continuing on from previous successful years, we would like you to begin their journal during the summer holiday so we can build up a picture of your child's interests and activities they enjoy with you at home.

This agreement will need to be signed before we can activate your accounts. We have provided you with a 'how to guide' with an overview of Tapestry and how to access your child's page.

As a parent/carer I/we will:

- **Not** publish any of my child's observations, photographs or videos on any social media site e.g. Facebook, Twitter etc.
- Only access Tapestry with my own login and password which I will keep secret.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey at the earliest opportunity.
- Not post inappropriate and/or offensive materials, including photographs or videos.
- Be aware that use of Tapestry falls under the Social Media and E-Safety policy which are available for me to read on the school website.

I understand that failure to abide by these procedures will result in termination of my Tapestry account. I understand that all observations I upload are stored on a secure server. Tapestry is GDPR compliant for further details please following this link: <https://tapestry.info/gdpr.html>

I understand that it is my responsibility to read and understand the school's Social Media and E-safety policy, which can be found on the school website.

I have read, understand and agree to the above guidelines.

Signed:

Parent/Carer 1:	
Print Name:	
Relationship to child:	
Parent/Carer 2:	
Print Name:	
Relationship to child:	

Please note that we cannot set up your Tapestry account until this form is signed

Tapestry Set-up

A parental email is required to set up the account, and by providing the e-mail address parents will have access to Tapestry

Please **write legibly** otherwise the account will not be set up.

Different parental email accounts are required for each parent/carer.

When you receive the email, from Tapestry, confirming your parental account has been made you need to ensure your password is strong. The password must be **at least 12 characters long, have at least one uppercase letter, one number and one symbol**. It must not be too easy to guess. Tapestry will check the password against a list of common passwords when it is submitted. Current UK government advice is that passwords should be based on three random words; be different for each service you use; and never be: any family member's name, a pet's name, place of birth, favourite holiday or anything relating to a favourite sports team.

Child's Name:	
Parent / Carer 1	
Relationship to child:	
First Name	
Last Name	
Email	

Parent / Carer 2	
Relationship to child:	
First Name	
Last Name	
Email	

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Please ensure this is back in school by September 2021 to allow us time to set up the account.