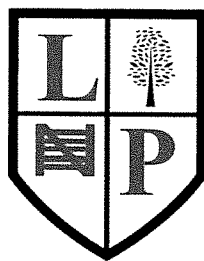


LARCHWOOD PRIMARY SCHOOL

Larchwood Gardens
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Brentwood
Essex CM15 9NG



T: 01277 372450
E: office@larchwood.essex.sch.uk
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Headteacher: Mr. R. Duff

20th September 2019

Dear Parent/Carer

At Larchwood Primary School we use 'Tapestry' to record, track and share your child's learning during their time in Reception. 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 too. Parents / carers can also add their own photos and comments to the journal.

'Tapestry' 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. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

You will only have access to your child's journal and this cannot be seen by other parents. However, as children play alongside their friends, it would not reflect a true picture of their time at Larchwood Primary School if photographs were only of a single child. Therefore, photographs of your child may appear on their friends' learning journals - this is the same as when photos are printed and stuck in traditional journals.

The photographs / videos taken and uploaded to Tapestry by the school are the property of Larchwood Primary School and you will not have permission to upload photos from your child's journal onto the internet, including sharing them on social media or other online platforms. Any incidents where this confidentiality is broken will be dealt with seriously and will result in your access to the system being withdrawn.

We are very excited to invite you in for a workshop on Tuesday 8th October at 9:00am to introduce you to Tapestry.

Online safety is extremely important to us at Larchwood Primary School and therefore we ask you to sign the agreement below to show that you have read, understood and agree with our expectations. If you have any questions before completing, please ask a member of the Early Years team.

You will be given your account details during the Tapestry workshop (8th October 2019)

Mrs N Rushmer
Early Years Lead



Agreed expectations for accessing and using Tapestry Learning Journals

Child's Name: Class:

As a Parent/Carer:

- I will not publish any of my child's observations or photographs on the internet, including sharing them on social media or other online platforms.
- I understand that any incidents where this confidentiality is broken will result in my access to the system being withdrawn.
- I will keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends' learning journal account and I may see pictures of my child's friends on my child's personal account.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journal.

Signed: Parent/Carer

Please print name:

Preferred email address for Tapestry login:

By signing this form, you understand and agree the stated expectations.

By providing us with an email address you agree to Larchwood Primary School creating a parent/carer account so that you can access your child's Tapestry online learning journal.

