

STAPLEFORD NURSERY

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Part of Anglian Learning

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Dear Parents,

In Stapleford Nursery we will be using Tapestry to enable every child in the class to have their own individual online learning journey. Tapestry is a system, which is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded, videos and images, making Tapestry a safe and secure on-line Learning Journey tool. The benefits to yourselves from Tapestry being on-line means you will have secure access (via a website which you login to using your email address and a password) to your child's Learning Journey.

Tapestry's privacy statement expresses the following:

- Our customers (schools, nurseries, child-minders etc) choose what data to store, who to store it about, what is done with it, and when it is deleted. We do not.
- We ONLY access the data stored by our customers in order to carry out our customer's instructions, to maintain or improve the service or to fix faults. That means that, even if we wanted to, we cannot use our customer's data for marketing.
- It also means we don't share data, unless a customer instructs us to (e.g., to transfer a child's data to a new school). We do use sub-contractors to process some of the data but we are responsible for their actions and have placed restrictions on what they can do.

Tapestry online learning journeys allow you to view your child's observations and photographs from their time at school, almost as they happen! We will also reference your child's learning to the EYFS profile. This will keep you informed of the areas of learning in which your child is achieving, also, the age band they were working in for the observed activity.

Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home. You will also be able to share with us activities that your child has particularly enjoyed.

Because children play in close proximity with their friends it does not reflect a true picture of their time in school if photographs are only of a single child. Therefore photographs of your child may appear on their friends learning journeys.

E-safety is extremely important to us at school therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines.

Kind Regards
Lauren Davies



Agreed guidelines for accessing and using
Tapestry 'Online Learning Journeys'

As a parent I will...

- **Not** publish any of my child's observations or photographs on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

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 agree to the above guidelines and have read accompanying information sheets.

Print name: _____

Name of child: _____

Signature: _____ Date: _____

Email: _____

By signing and returning this form and providing us with an e mail address you agree to Stapleford Nursery creating a Tapestry online learning journey for your child.

Online Learning Journey – Parents' Guide

Introduction

All children in Elm Class have a personal on-line Learning Journey 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.

We are beginning to use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey 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.

Where do I start?

Now you have given us your email address, we have set up an account for you and you should have received an email with your username and password. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). You can also use the app on Android phones and tablets: search for Tapestry EYFS in the Google Play Store. Login using your email address and the password emailed to you. We strongly recommend that you change your password on your first visit.

Changing your settings

- **On the computer**

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

- **On iPhone/iPad**

To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing your child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad/Android device) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Additional Relatives' access

If you would like additional relatives to have access to your child's learning journey, for example separated parents, grandparents, etc. we can set up this access and provide additional usernames and passwords. Please provide the adult's first name and surname and their email address.

Please note:

The on-line learning journey is used to record your child's learning and not as a general communication tool between School and home. All other matters, queries, questions etc should be discussed with the staff in the usual way.

Let us know how you get on!