



14<sup>th</sup> September 2018

Dear Parents/Carers

As some of you may be aware, we use an online system called 'Tapestry' to help us record your child's progress.

**What does this mean for me?**

This easy to use, safe and secure unique journal can be shared online with parents and carers, who are able to see special moments and view your child's progress. Text, images and videos can easily be uploaded via PC, tablet and the mobile app – anywhere with an online connection. Every entry helps to create a complete story of your child's time at Bardfield Academy.

Once set up, you will be invited to attend a Tapestry workshop at school – a letter about this will be sent to you in due course.

**What do I need to do?**

In order for your child's learning journey to be created, please complete the attached slip and hand back to your class teacher as soon as possible. We also ask that you sign and agree the guidelines. Please provide your email address as we will set up the account enabling you to access your child's journey via the secure tapestry app or website. Please note, each parent only has access to their own child's Learning Journey. If you do not have access to email, please contact us and you will be able to view your child's journey using school equipment during specific times of the year

If you have any questions, please come and see us.

Miss Platt and Mrs Harvey  
EYFS class teachers.

Child's name: \_\_\_\_\_

Class: Gold / Silver (please delete as appropriate)

My email address \_\_\_\_\_

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

As a parent I will....

- Not publish any of my child's observations, photographs or videos 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 am aware that if I do not follow this agreement, access to my account may be restricted I understand that my child might appear in a group photograph on another child's learning journey. Children may also be captured in the background of another photograph. If you do not wish for your child's photo to appear in other children's learning journeys, please write a letter to your child's class teacher.

Signature: ..... Name: .....

Relationship to child: ..... Date: .....