



Please sign the bottom and send it back by Thursday 24<sup>th</sup> March 2016.

Dear Parents/Carers,

We are pleased to introduce electronic learning journals for every child in Early Years. Using an online resource titled 'Tapestry', which stores information on a highly secure server, photographs and comments are recorded to track your child's learning against the Early Years Foundation Stage (EYFS) profile.

In order to enable on-going communication and keep you informed of the areas of learning in which your child is achieving, and also the age band they are working in, we want to provide you with the opportunity to log in to your child's journal with your own secure username and password.

Once access has been gained to your child's learning journal you will be able to view all observations and photographs from their time in Early Years at Ark Atwood Primary Academy. Tapestry also allows you to add observations and photographs of your own as well as share your comments.

As children play alongside their friends, it would not reflect a true picture of their time at Ark Atwood Primary Academy 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.

E-safety is extremely important to us at Ark Atwood Primary Academy and 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.

**Agreed guidelines for accessing and using Tapestry Learning Journals**

As a parent/carer 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.

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.

I agree to the above guidelines and have read accompanying parent/carer guide.

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**Tapestry Learning Journals Signed Agreement and Registration**

Print name: .....

Name of child: .....

Signature: ..... Date: .....

Email: .....

(We have already registered your email addresses from the information your provided at the start of the year and once 'active' you should receive an email from TAPESTRY notifying you.)

By signing this form you understand the agreed guidelines. By providing us with an email address you agree to Ark Atwood Primary Academy creating a parent/carer account so that you can access your child's Tapestry online learning journal.