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www.yewtreeprimary.co.uk



@YewTreeSandwell

## Dear Parents/carers

Thank you for submitting your email address, enabling us to set up an online Learning Journey for your child. Hopefully you have been using it for a few weeks now and are enjoying sharing your child's learning with us.

We use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place, you are able to access your child's Learning Journey from a computer via <https://tapestryjournal.com> or by using the 'Tapestry' App on mobile devices, you will only be able to access this by using the log in details that have been given to you on receipt of the signed user agreement. This only gives, you access to your own child's LJ, you can change your password if wished once you have accessed the website, other family members can be given access on your request, the only people in school with access to your child's LJ will be school staff. Staff will only be able to log in to children's LJ's via a password, the school will supply the staff with tablets to use. A staff acceptable user policy and agreement is in place and also covers the use of staff working on the Learning Journey's at home, this policy is available to view on the schools website <https://www.yewtreeprimary.co.uk/e-safety/>.

As Tapestry is a platform that is governed separately to the school's systems, we ask parents/carers to sign a separate agreement.

It is important to make you aware that some of the photographs /videos taken in school will show your child interacting in group play, or in activities with their peers or may even show your child playing in the background of another child's observation. As such we do require your permission to have your child's image in others journals in this way - **WITHOUT THE PERMISSION OF ALL PARENTS/CARERS WE WOULD NOT BE ABLE TO SHARE PHOTOGRAPHS/VIDEOS WITH YOU.**

We ask that photos/videos are for your own viewing and not shared publicly or uploaded onto any social media websites, failing to up hold this request will result in suspending your child's online Learning Journey. We also ask that if you become aware of this happening you inform the school immediately. During the time that your child is in early years you will not be given permission to download photographs or videos however, these will be made available to you at the end of your child's reception year - giving you a memory of your child's time in early years to treasure. Once your child has left the early years setting all media and journals will be deleted from our systems.

We hope that this system will prove to be a positive step in sharing information. As well as viewing our contributions, you are also be able to add comments, photos and video. When adding photos or videos to your child's Tapestry account we ask that you **only** include your child or other people that have given their permission. When you have returned the user agreement below your user permissions will be updated.

Regards

Mr Jamie Barry  
Head Teacher



Incyte International



Excellence in Safeguarding Award



- I agree to Yew Tree Primary School using Tapestry to create an online learning journey for my child.
- I agree to uphold the schools request not to share or upload any photographs shared with you to any social media sites.
- I agree to only add photos or videos of my child unless I have the permission of anyone else included in them.
- I agree to my child's image appearing in group photographs, videos or in the background and that this may be included in other children's Learning Journeys.
- I agree to keep my log in details secure.
- I agree to my child's teachers working on their Learning Journey at home and in line with the Staff policy and user agreement.

If you do not agree with any of the statements above please put a line through that statement.

The EYFS lead will contact you to discuss the steps we will take to adhere to your wishes but please be aware that unless we have 100% agreement it would result in school **not** being able to share photographs/videos with any parent.

**CHILDS NAME:** \_\_\_\_\_ **CLASS** \_\_\_\_\_

**CHILD'S DATE OF BIRTH** \_\_\_\_\_

**PARENT EMAIL ADDRESS:** \_\_\_\_\_

**PARENT'S NAME** \_\_\_\_\_

**PARENTS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_