



Dear Parents

In Reception at Sutton CP, we create individual 'Learning Journeys' for your child using a piece of educational software called 'Tapestry'.

By logging on using either a computer or a mobile device, with a secure username and password, you will be able to view all of your child's observations, photographs and even videos from their time in Reception.

You will receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's progress and give you the opportunity to reflect upon their achievements with them at home. You can add comments so that we are able to find out which activities your child really enjoyed as well as sharing activities they carry out at home. All of this information is stored on a highly secure server which is monitored closely.

You will be able to access your child's 'Learning Journey' from a computer or by using the 'Tapestry' App on mobile devices. You will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement attached. This will only give you access to your own child's Learning Journey.

We have a responsibility to ensure that all the information on Tapestry is correct but if it isn't, we will change it on request. E-safety is extremely important to us at Sutton CP. We ask that you sign the agreement overleaf to indicate that you understand and agree with our guidelines. Please return these to school immediately as, this year, we are also going to use Tapestry to help support transition into school by sharing some short videos with you. Once we have received the completed forms, we will be able to set up your password and send you the information that you will need to access the site.

We hope that Tapestry will help support your child's transition and that you will love this way of viewing your child's achievements as much as we do!

Many thanks,

Mrs Dawson and Mrs Bailey



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

I agree to Sutton CP School using Tapestry to create an online Learning Journey for my child.

I agree to keep my log in details secure.

I understand that I have already given permission for the use of digital images of my child in school on the pupil entry record consent form.

I agree **not** to publish any of my child's observations, photographs or videos on any social media site.

I agree to my child appearing in group photographs that may be included in other children's Learning Journeys.

I understand that all staff will use Tapestry within the framework of the school's Acceptable Use of ICT Policy.

I agree to speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.

Print name: _____ (parent name)

Name of child: _____

Signature: _____ Date: _____

Email (please write clearly): _____

Please return this form to school immediately and we will set up your account and send out your login details shortly

Thank you