Dear Parents/carers

Here at Hackleton Pre-School we use Tapestry for our children's on line learning journals. Tapestry is the largest on line learning portal used within the Early Years industry for children.

Tapestry is a system which is hosted in the UK on secure servers, further information regarding the Security of Tapestry is available, a copy of which will be added to the policies and procedures folder.

Tapestry will be used 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 will be able to access your child's Learning Journey from a computer via https://eylj.org 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 below, this will only give you access to your own child's learning journal.
You can change your password if wish once you have accessed the website and at your request other family members can be given access. The only people in the pre-school with access to your child's learning journal will be the manager and your child's key person, who will be responsible for managing your child's learning journal, other staff will only be able to log in to their own key children's via a log in pin code, the pre-school will supply the staff with tablets to use for access. A staff 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 in the policy folder.

Many of the most meaningful photographs taken in pre-school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publically or uploaded onto any social media websites, this is in line with our 'Social Networking' and 'Mobile phone/camera' policies both are available to view in pre-school's policy folder. Failing to up hold this request will result in suspending your child's online Learning Journey.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions, you will also be able to add comments, photos and video's to support home/school learning.

When you have returned the user agreement below you will be issued with a user guide and log in details.

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Tapestry Online User Agreement

Childs name:

- I agree to Hackleton Pre-School using Tapestry to create an online learning journey for my child.
- I agree to uphold the pre-schools request not to share or upload any photographs showing other children.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys
- I agree to keep my log in details secure.
- I agree to my child's key person 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 manager will contact you to discuss the steps we will take to adhere to your wishes.

Parents Name: **Signature:**   **Date:**