

7<sup>th</sup> December 2017

Dear Parents & Carers

As you saw at Parent's evening, at Bugle School we use a piece of educational software called 'Tapestry' that allows each child to have their own individual learning journal.

We are now able to offer direct access to this system to relatives, so that you are kept informed of activities and achievements your child has been involved in at school.

By logging on with a secure username and password, you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server – if you would like further information on this, please see the Tapestry security information document.

Tapestry online learning journals allow you to view your child's observations and photographs from the comfort of home. We will also reference your child's learning to the EYFS profile. This will keep you informed of the areas of learning in which your child is achieving and comments linked to the age band they were working in for the observed activity.

We know how much your children like to bring home their work to show you. Therefore, any work to be included on their learning journal will be photographed and added with an explanation of the learning that took place.

Tapestry allows you to add observations and photographs of your own as well as post comments. We love to hear about learning and WOW moments from home, so please add any moments of interest or learning that you all experience out of school.

Because children play in close proximity with their friends, it does not reflect a true picture of their time at school if photographs are only of a single child. Therefore, photographs that include your child may sometimes appear on their friends' learning journals.

E-safety issues are taken very seriously at Bugle School, therefore we ask you to provide us with the attached information and to sign the agreement to show that you have read, understood and agree with our guidelines.

Yours sincerely

Ms McNamara  
Piccolo Early Years Manager

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

As a parent I will...

- **Not** publish any of my child's observations or photographs on any social media site, including Facebook and Twitter.
- Keep the login details within my trusted family.
- 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.
- Read accompanying information sheets regarding security of data if I have concerns.

Print name: \_\_\_\_\_

Email address for log-in: \_\_\_\_\_

Name of child: \_\_\_\_\_

Relationship to child: ie mother/father/grandparent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please complete and return this form to Bugle School as soon as possible.***

***Thank you.***

## **Online Learning Journal – Parents' Guide**

### **Introduction**

All children attending Bugle School have a personal on-line Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system which is hosted in the UK on secure servers – a data security policy document is available. You will have secure access (via email address and password) to your child's Learning Journal and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

### **Where do I start?**

Once you have given us an email address, we will set up an account for you. Go to <https://tapestryjournal.com/> on your computer; if you have a tablet or smartphone, download the Tapestry app (search for TapestryMobile). You will be sent an email from Tapestry once we have created your account – please click this email to set your own password and PIN number (for easy access to the app).

### **Changing your settings**

#### **On the computer**

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child's Learning Journal – just tick or untick the relevant box if you would like to change this setting.

#### **On a phone/tablet**

To change your settings in the Tapestry app, click the 'cog' button at the top of the application. This enables you to change password and/or email address.

### **Viewing my child's Learning Journal**

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

### **Adding an entry to my child's Learning Journal**

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.