



NORTON COMMUNITY PRIMARY SCHOOL
GROVE STREET, NORTON-ON-DERWENT,
MALTON, NORTH YORKSHIRE, YO17 9BG

HEAD TEACHER: Mrs Liz Parker, BSc. Hons, NPQH
DEPUTY HEAD: Mrs Sarah Bates, BA Hons



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Monday 22nd January 2018

Dear Parents/Carers,

We will be using Tapestry to record observations, comments, photos and videos to show progress across the Early Years Foundation Stage. This will compliment other forms of observing and assessing already in place. It is provided and paid for by school and is free for parents to access and use.

One of the exciting features on Tapestry is that you will be able to access your child's Learning Journal from a computer via the link on the school's website <http://www.norton-pri.n-yorks.sch.uk> or through <https://tapestryjournal.com>. You can also log on by using the 'Tapestry' App on mobile devices; links for this are available on the school website. 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 online Learning Journal. You can change your password if wished, once you have accessed the website. Other family members can be given access on your request. Staff will use a secure log in pin code to access Learning Journals. The school has supplied the staff with secure tablets to use. Staff terms and conditions are in place and also cover the use of staff working on the Learning Journey's at home. A copy of these are available to read on the school website.

Tapestry is a system which is hosted in the UK on secure servers; further information regarding the Security of Tapestry is available to read on the school website.

Many of the most meaningful photographs and videos taken in 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 publicly or uploaded onto any social media websites, this is in line with our 'Social Networking' and 'Mobile phone/camera' requests. Failing to uphold this request will result in suspending your child's online Learning Journal. We also ask that if you become aware of this happening you inform the school immediately.

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 videos. When adding photos or videos to your child's Learning Journal we ask that photos or videos **only** include your child or other people that have given you their permission. Once you have returned the user agreement on the attached sheet we will ask Tapestry to activate your free account. You will receive an email with instructions on how to log in on your computer or mobile device. Please speak to your child's class teacher if you have any questions.

We would like to make Tapestry available to all parents next half term. Please return the User Agreement by Monday 29th January.

Kind Regards,

Miss Stein

EYFS Leader



January 2018

Tapestry Online User Agreement

Child Name: _____

Parent Name: _____

Parent email address: _____

- I agree to Norton Community Primary School using Tapestry to create an online learning journey for my child.
- I agree to uphold the school's 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 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 or class teacher 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.

Parent signature:

Date:

