

West Kirby Primary School

*Anglesey Road, West Kirby
Wirral, Merseyside CH48 5EQ
Headteacher: Mrs K Takashima*

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October 2017

Dear Parents and Carers,

All Foundation Stage children attending West Kirby Primary School now 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 and achievements during their time with us.

We have chosen to use Tapestry, an online system, which is hosted within the EU on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Each observation we make will be done directly onto the mobile app and linked into your child's personal profile.

The benefits to yourselves from Tapestry being on-line means that you will have secure access (via a website or mobile app, which you login to using your email address and a 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. You will be able to view the complete set of observations as a learning journey, flipping through your single child's observation pages, in time-order, or filtering in flexible ways to access your favourite records.

Once you have provided the school with an e-mail address we will be able to set you up with an account. We will also give you detailed information on how to view your child's Learning Journal and add comments and photos. If you do not have access to e-mail your child will still be able to have an online Learning Journal which you can access through the use of school computer equipment during specific dates throughout the year. At the end of the year you will receive your child's journal as a PDF so that you can create a printed copy if you would like to.

In order for you to access your child's Learning Journal online we will need you to give your permission by completing the attached slip. E-safety is extremely important to us at West Kirby Primary and we therefore also ask you to sign the attached agreement to show that you understand and will agree with our guidelines.

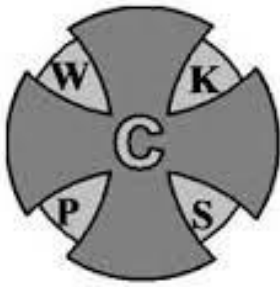
Once you have provided your E-mail address and agreed to the guidelines, we will set up an account enabling you to access your child's learning journey via the secure Tapestry website. (Please note each parent only has access to their own child's Learning Journey). If you would like separate logins for BOTH parents please print off another form from the school website or alternatively ask at the School Office.

If you have any questions or queries about the on-line Learning Journeys please do not hesitate to ask your child's class teacher.

Yours sincerely

Mrs K Takashima
Headteacher





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Tapestry Online Learning Journal Permission Slip

Please complete and return to school by Friday 13th October 2017

1. I give permission for West Kirby Primary School to create an online Tapestry Learning Journey for

..... (Name of child)

2. The e-mail address I would like to link with the account so I have access to my child's Learning Journal is

..... (Provide your e-mail address)

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journey using school equipment during specific times throughout the year.

☐

3. I consent to photographs containing my child's image being included in other children's learning journals.

I understand that my child's name will not be used in any other child's journal.

Yes

☐

No

☐

Signed:

Parent / Carer.....

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

As a parent / Carer I will...

Treat photographs containing images of other children as **for my own personal use only**

(This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.)

Keep the login details within my trusted family.

Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

Print name:

Name of child:

Signature:

Date:

Email:

