



School Lane, Newton Burgoland, Leicestershire LE67 2SL. Telephone: 01530 270320

Email: [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk) and Website: [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

**Together We Can Achieve Excellence**

Autumn Term 2021

Dear Parents and Carers of pupils in Years Reception, 1 & 2,

## **TAPESTRY – REMOTE CONTINUOUS LEARNING PLATFORM YEARS RECEPTION, 1 AND 2**



We are very pleased to announce that we will be using Tapestry as our online learning journal provider, part of our school remote continuous learning platform.

Tapestry allows you to login with a secure username and password so you can view all your children's observations, photographs and videos. You can like and comment on observations that we add for your child and it's also possible for you to add your own observations. Your comments and own observations will allow us to find out about which activities your child really enjoyed and the learning they get up to at home.

We will also be using the 'Documents' feature on Tapestry, in the event of a lockdown, to upload documents, such as math's work and share these with you.

All data that is entered to Tapestry is stored securely on their servers. If you are interested in finding out more information about this, you can go to <https://tapestry.info/security>.

Once we have set you up with an account you will be able to login using any web browser from [tapestryjournal.com](http://tapestryjournal.com) or by downloading the Tapestry app from the Play or App store, depending on what type of device you are using. Remember, if you are going to use the App version of Tapestry to ensure auto updates are turned on for your device so you always have the most up to date version of the app.

We will set you up using your email address and once this has been done, you will receive an activation email from which you can set up your own password to login with. You will also be asked to set up a 4-digit PIN which you can use on the Tapestry app to quickly log back in once you've initially logged in. Do remember to keep an eye out on your spam/junk folders for this email. The email address we will use is the email address we use for Teachers2Parents, contact number one on your child's data sheet.

To enable us to move forward quickly with our remote continuous learning platform please can you complete, sign and return the attached documents to school by **Friday 9<sup>th</sup> October**: -

- Tapestry Parental Permission
- Tapestry Image Consent Form
- Pupil Photograph Video Consent Form

We do hope you enjoy using Tapestry, do let us know if you have any questions by emailing [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk)

Kind Regards,

Sue Ward  
Headteacher





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## TAPESTRY PARENTAL PERMISSION - YEARS RECEPTION, 1 AND 2

Tapestry allows us to make observations for your children where we can attach photos and videos, as well as include assessments which we can use to track children's development and progress.

On Tapestry, parents/guardians and other relatives can view, like and comment on the observations we make for your child/ren. You can also add your own observations of what your child does outside of the setting.

Tapestry also has a Documents feature that we use to upload documents to share with you, such as our policies and protocols, workbooks and sheets.

If you give your permission, we will set you up with your own individual using your email address, see information attached. This account will be directly linked to your child's account, which means you will only be able to see observations that include your child. You will then be able to login with your email address and password to either the browser version of Tapestry ([tapestryjournal.com](http://tapestryjournal.com)) or to the app. Tapestry has apps for iOS, Android and Amazon Fire devices. If you choose to use the app, after your initial login, you can use a 4-digit PIN to quickly log back in.

Tapestry securely stores all the data we input to our account on their servers. If you want to find out more information about how Tapestry keeps our data safe and secure, you just need to go to <https://tapestry.info/security.html>.

If you would like to proceed, please fill in the slip below with your child's name, giving permission and your email address and then sign. Once you return this to us, we will then provide you with details about how to access and use your Tapestry account.

If you have any questions or queries about this, please email [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk)

| Permission Request   | Name(s)                 |
|--|-------------------------|
| I give permission for a Tapestry account to be created for my child(ren) | Child(ren) Full Name(s) |

| Permission Request  | Tick |
|---|------|
| I give permission for a Tapestry account to be created for me<br>Full name please (Contact 1 on your child's data form, see attached information) |      |
| I give permission for school to use my email address (Contact 1 on your child's data form, see attached information)                              |      |
| Signature   |      |
| Date  |      |



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**TAPESTRY IMAGE CONSENT FORM - YEARS RECEPTION, 1 AND 2**

To comply with the Data Protection Act 2018 and GDPR, we need your permission before we can photograph or make any recordings of your child – this form is used alongside our Pupil Photograph Video Consent form. We may take photographs for several reasons whilst your child is with us:

- To document what they enjoy doing;
- To upload to Tapestry Online Learning Journal to record their learning and development and to share this with you;

We use Tapestry as our online learning journal provider. We will use this to send you observations of your child which might include photos and videos. If you give your permission in the form below, you will be able to see group observations which might include photos and videos with other children in and consequently, other relatives might be able to view photos and videos of your child. See attached for full information.

**Please read and indicate your consent clearly:**

| Permission Request  | YES | NO |
|---|-----|----|
| I consent to photographs and videos of my child being taken by authorised school personnel  |     |    |
| I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal  |     |    |
| I consent to photographs containing my child's image being included in other children's learning journals   |     |    |
| I agree to treat photographs containing images of other children as well as my own 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 guardian of those children who may be included. For example, any such photographs <b>cannot</b> be posted on a social networking site or displayed in a public place. |     |    |
| Name of Child(ren)  |     |    |
| Name of parent/guardian   |     |    |
| Signature of parent/guardian  |     |    |
| Date  |     |    |

**Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time at Newton Burgoland Primary School. It is your responsibility to let us know if you want to withdraw or change your consent at any time.**