



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

May 2020

Dear Parents and Carers

Norwood School uses an exciting way to record, track and share your child's learning during their time in Reception. This system, called an 'online learning journal' enables staff to take photographs, videos and make written observations of the activities your child does at school. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/Carers can also add their own photos and comments to the journal based on achievements outside of school

The system is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything added to Tapestry will be added to our school account and can only be viewed by the school staff with access to the system, and parent/carers using personal log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue).

Only you will have access to your child's journal, as this cannot be seen by other parents/carers. However, children in the class will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals. Once the Learning Journal is set up, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms.

The photographs/videos taken and uploaded to Tapestry by the school are the property of Norwood Primary School and you do not have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

Further information can be found by visiting <https://tapestry.info/> and frequently asked questions can be found by visiting <https://www.tapestry.net/faq>.

Please give permission regarding the use of Tapestry at Norwood – returning it to school by emailing [admin@norwoodschool.co.uk](mailto:admin@norwoodschool.co.uk) and by no later than 10<sup>th</sup> July to enable an account to be set up in advance of your child starting school in September.

Yours sincerely

Mrs D Reynolds  
Head Teacher



I give permission for group photographs that include my child to be shared with other Reception parent/carers.

Child's Name \_\_\_\_\_

Signed \_\_\_\_\_(parent/carer)

Date \_\_\_\_\_

