



24 October 2024

Parkway Primary School

Alsike Road

ERITH

Kent

DA18 4DP

Email:

admin@parkway.bexley.sch.uk

Phone: 02083100176

Website:

<http://www.parkway.bexley.sch.uk/>

Tapestry Form

Tapestry Permission Form

Dear Parents and Carers

In some classes within the school, we have an exciting way to record, track and share your child's learning during their time in school. This system, called an 'online learning journal' will enable 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.

The system we are using 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 that is added to Tapestry will be added to our school account and can only be viewed by the school staff that use the system, and also yourself, using your own 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).

You will only have access to your child's journal and this cannot be seen by other parents. 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 Parkway 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

We would like to signpost you to Tapestry's website where you will find more information and videos:
<http://eyfs.info/tapestry-info/introduction>.

Please find below a permission slip to allow us to set up a Tapestry account for your child. Read this very carefully before completing. You will be emailed your account details once we have received your returned permission.

Yours Sincerely,

Mrs D. Tume

Assistant Headteacher Pastoral

Online Learning Journal Permission Slip

Please complete the attached form as soon as possible. We aim to have Tapestry running as soon as possible.

Child's Name:

Child's Class:

Please read carefully before signing and tick the box to give permission for each statement. If you have any questions, please e-mail admin@parkway.bexley.sch.uk

I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that particular photo.

Yes

No

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

Yes

I understand that my child's full name will be visible in group observations and consent to this.

Yes

I understand that my full name will be visible if I comment on group observations and consent to this.

Yes

I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written 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).

Yes

I agree to keep my login details safe and secure.

Yes

The email address I wish to use to access my child's Tapestry account is (if you would like to link 2 separate email addresses, please write both, followed by a full name which can be used as a user name):

All Parent/Carer/s that will be linked to the account need to sign below:

Name:

Name:

Name:

Date:
