



Dear Parents/Carers

We are very pleased to announce that from October 2015 St Michael's Pre-school will gradually be introducing Online Learning Journals.

Using a piece of educational software called 'Tapestry' the majority of children will have their own individual Learning Journal. This will be a gradual process as staff will require training and therefore children will be added to the system one at a time. We will keep you closely involved in this process. Children who are due to leave our setting in July 2016 will continue to have their development monitored using our paper Learning Journals, however images of your child may appear in other children's electronic records. By logging on with a secure username and password you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely.

Because children play in close proximity with their friends it does not reflect a true picture of their time at Pre School if photographs are only of a single child. Therefore photographs of your child may appear on their friends Learning Journals. E-safety is extremely important to us at St Michael's Pre School therefore we ask you to complete and sign an agreement to show that you have read, understood and agree with our guidelines.

Tapestry online Learning Journals allow you to view your child's observations and photographs from their time at Pre School, almost as they happen! We will also reference your child's learning to the Early Years Foundation Stage Curriculum. This will keep you informed of the areas of learning in which your child is achieving, also, the age band they were working in for the observed activity.

We know how much your children like to bring home their work to show you. Therefore, any work to be included on their Learning Journal will be photographed and added with an explanation of the learning that took place.

Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home which we can share with your child in Pre School. You will also be able to share with key persons activities that your child has particularly enjoyed.

Online Learning Journal – Parents' Guide

Children attending St Michael's Pre School will 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 during their time with us.

We will be using Tapestry, a system, which is hosted in the UK on secure servers.

You will have secure access (via email address and 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.

Where do I start?

Once you have given us an email address, and your child's Learning Journal has been transferred or set up on Tapestry, we will set up an account for you. We will notify you of when this will happen.

You will be able to go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, or Android device visit the relevant online store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Changing your settings on the computer/tablet/phone

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journal - just tick or untick the relevant box if you would like to change this setting.

To change your settings on the iphone/ipad/android app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journal

Once logged in, you will see your child's observations on your home screen in a list - selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Adding an entry to my child's Learning Journal

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad/android) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

[Tapestry Privacy Policy](#)

The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd. (FSF), a UK based organisation entirely concerned with offering supporting services to professionals working with early years education. For Tapestry the FSF have drawn up a more specific policy since, by its nature, they have potential access to the data entered into Tapestry accounts. Basically you own all the data you enter, and the FSF won't look at it or make use of it unless you ask them to. More specifically, here are some points you might like to note:

- When you open a Tapestry account all your information is stored in a dedicated database in servers physically resident in the United Kingdom.
 - When you take out an account with FSF, or when you download and install an app, information will be exchanged. FSF will not trade or otherwise pass on that information to any third party.
 - FSF services and apps carry no advertising or related tracking software, either for their own use or other commercial organisations.
 - The data you enter is stored by FSF, but owned by you. If you decide to terminate your Tapestry account they will ask you if you would like them to archive your information for a limited period. If you do not want to do this, they will delete it completely, which means that the data will disappear forever.
 - The system necessarily stores cookies on the computers of users and mobile devices. These are simply to allow navigation of the system and collect no personal data.
 - FSF will not visit your account unless you ask them to (e.g. to address any issues you are experiencing)
 - FSF will not access or use any contact information Pre-school enter (for example, in setting up your parent accounts they will enter email addresses allowing you to be notified of additions to your child's journal). Email harvesting and exploitation will not happen! Again - this data is not FSFs; they simply look after it for you. FSF commit to doing this and protecting it for your sole usage.
- Tapestry Early Years has been created to help providers and families share information for the benefit of children.

Agreed guidelines for accessing and using Tapestry 'Online Learning Journals'
(all parents to complete)

As a parent I will...

Not publish any of my child's observations or photographs on any social media site.

Keep the login details within my trusted family.

I accept that my child's photograph may appear on their friends Learning Journal account and I may see pictures of my child's friends on my child's personal account.

I will speak to a member of staff if I experience any difficulties accessing my child's Learning Journal.

I agree to the above guidelines and have read accompanying information sheets.

Print name: _____

Name of child: _____

Signature: _____

Date: _____

Email: _____

By signing and returning this form and providing us with an e mail address you agree to St Michael's Pre School creating a Tapestry online Learning Journal for your child.