September 2023

Dear Parent/carer,

In Reception we use an observation system called ‘Tapestry’. This is a secure online system which allows teachers to keep record of and assess a child's work and achievements in a ‘journal’. Parents are able to access this system to view their child’s journal and also are expected to make comments of their own about their child’s learning and progress outside of school.

Tapestry is an integral part of your child’s time in Reception. A key requirement of the Early Years Foundation Stage profile is parental involvement. A child’s EYFS profile cannot be completed without this, so please take this opportunity to contribute to your child’s learning journey.

This system can be accessed throughout the Reception year and will be updated with new observations when appropriate. You will be notified by email when your child has a new observation. Observations happen during key moments in your child’s development, which means that the frequency of observations made will vary from time to time.

Tapestry follows strict e-safety guidelines that match our own e-safety expectations providing a safe environment for photographs and information to be stored. As a school we ensure that our use of Tapestry adheres to our own e-safety policy and procedures.

We would like you to be aware that some photos or comments on Tapestry may refer to more than one child in Reception. Therefore, staff and some other parents in Reception may see pictures of your child and comments about them. Likewise, you may have access to pictures and comments about other children in Reception. We will always record our observations sensitively and professionally. The observations are recorded to give us evidence supporting our ongoing assessment throughout the year. The information we record should relate to your child’s development in EYFS.

It is extremely important that we all treat this access with respect and follow our guidelines to enable us all to keep our children safe.

Please do not share pictures or information with anyone outside of our secure Reception parent group.

Please do not post any images or comments on social media.

You will be asked to sign an agreement to this effect before we will allow you access. Please read, sign and return this agreement to school as soon as possible.

Kind regards

EYFS Team

**TAPESTRY USER AGREEMENT 2023-24**

**Name of Child:** **Class:**

|  |  |
| --- | --- |
| I give permission for my child to have a Tapestry Online Learning Journal | Yes / No |
| I give permission for photographs to be taken of my child for the purpose of gathering evidence to track their learning and development | Yes / No |
| I consent for my child to appear in group photographs and am happy that they may appear on other children’s Learning Journals and, therefore, may be seen by staff and other parents/carers associated with St Mary’s EYFS setting in the context of tracking learning and development. | Yes / No |
| I agree to not share information and pictures from Tapestry with anyone outside of our Reception Parent Group | Yes / No |
| I agree that I will not download any information from Tapestry or post any of the photographs or information on any social media. | Yes / No |
| I agree to treat any photos or information about children who are not my own with respect as I would my own child to enable us to keep all children safe in line with our e-safety policy. | Yes / No |

**Signed by parent/carer 1**: **Print name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:**

*(to send Tapestry login to)*

***Optional second login – please only complete if they wish to have their own login:***

**Signed by parent/carer 2:** **Print name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:**

*(to send Tapestry login to)*

Should you have any concerns around Tapestry during the year, please feel free to contact the school via [infantsite@st-marys.richmond.sch.uk](mailto:infantsite@st-marys.richmond.sch.uk)