

SECRET GARDEN

Welcome to Tapestry

2021

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TAPESTRY

Welcome

Dear Parents/Guardians,

Thank you for submitting your email address, enabling us to set up an online Learning Journey for your child.

Tapestry is a system, which is hosted in the UK on secure servers, further information regarding the Security of Tapestry is available, a copy will be added to the policies and procedures folder.

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place, you will be able to access your child's Learning Journey from a computer via <https://tapestryjournal.com/s/secret-garden> or by using the 'Tapestry' App on mobile devices, you will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement below, this will only give you access to your own child's Learning Journey, you can change your password if wished once you have accessed the website, other family members can be given access on your request, the only people in pre-school with access to your child's Learning Journey will be the manager and your child's key person, who will be responsible for managing your child's Learning Journey, staff will only be able to log in to their own key children's Learning Journey's via a log in pin code, the pre-school will supply the staff with tablets to use. A staff user policy and agreement is in place and also covers the use of staff working on the Learning Journey's at home, this policy is available to view in the policy folder.

Many of the most meaningful photographs taken in pre-school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites, this is in line with our 'Social Networking' and 'Mobile phone/camera' policies, failing to up hold this request will result in suspending your child's online Learning Journey. We also ask that if you become aware of this happening you inform the pre-school immediately.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions; you will also be able to add comments, photos and video. When adding photos or video's to your child's Learning Journal we ask that photos or videos only include your child or other people that have given their permission.

When you have returned the user agreement below you will be issued with a user guide and log in details.

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Tapestry Online User Agreement

Childs name:

- I agree to SECRET GARDEN Nursery using Tapestry to create an online learning journey for my child.
- I agree to uphold the pre-schools request not to share or upload any photographs shared with you to any social media sites.
- I agree to only add photos or videos of my child unless I have the permission of anyone else included in them.
- I agree to my child appearing in-group photographs that may be included in other children's Learning Journeys.
- I agree to keep my log in details secure.
- I agree to my child's key person working on their Learning Journey at home and in line with the Staff policy and user agreement.
- If you do not agree with any of the statements above please put a line through that statement, the manager will contact you to discuss the steps we will take to adhere to your wishes.

Parents name:

Signature:

Date:

SECRET GARDEN NURSERY

Address: 29-31 Parkhill Road
London NW3 2YH

Phone Number: + 44 (0) 020 7722 3812

Mobile Number: + 44 (0) 755 420 3467

Email: info@secretgardennw3.co.uk

Website: www.secretgardennw3.co.uk