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Tapestry Online Learning Journal

Dear Parents and Carers,

At Morecambe Day Nursery we have introduced an exciting new way to record, track and share your child’s learning during their time at Nursery. This system, called an ‘online learning journal’ enables staff to take photographs, videos and make written observations of the activities your child does whilst at Nursery. 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 and 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 Nursery account and can only be viewed by the Nursery staff with access to the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from Morecambe Day Nursery (for example, if required to solve a technical issue). A copy of Tapestry’s Privacy Policy is available to view on request or can be accessed online via <https://tapestry.info/privacy/>

You will only have access to your child’s journal and this cannot be seen by other parents. However, children will sometimes be photographed with others in Nursery as they work and play 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 journal on social media or through other online platforms.

The photographs/videos taken and uploaded to Tapestry by us are the property of Morecambe Day Nursery 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.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 are very excited about introducing this system to Morecambe Day Nursery and would like you to find out more about it too. For further information we would like to signpost you to Tapestry’s website where you will find more information and videos: <http://eyfs.info/tapestry-info/introduction>.

Attached to this letter is a permission and information slip to allow us to set up a Tapestry account for your child. Please read this very carefully before signing and returning it to Helen as soon as possible. Once the slip has been returned, you will be sent an email with a link, allowing you to activate your personal Tapestry account.

Best wishes,

Dawn and Emma

**Morecambe Day Nursery Tapestry – Online Learning Journal Permission Slip**

Please return this slip to Helen as soon as possible.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read carefully before signing. If you have any questions or comments please speak to Helen, Dawn or Emma.

* I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
* I give permission for staff at Morecambe Day Nursery to take photographs and videos of my child to be used in their online Learning Journal.
* 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.
* 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.)
* I agree to keep my login details safe and secure.

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| The email address I wish to use to access my child’s Tapestry is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (first name, surname) as my username. |

All Parents/Carers that wish to be linked to the account must sign and date below.

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| Name: | Name: |
| Signature: | Signature: |
| Date: | Date: |