Dear Parent,

When starting at Twyning Village Playgroup each child will have an individual online learning journey. This is created using a piece of educational software called ‘Tapestry’. By logging on with a secure username and password you will be able to view all of your children’s activities through written observations and photographs from their time at Twyning Playgroup. You will even receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child’s individual progress closely and you can reflect upon their achievements with your child. You can add comments and your own photos (observation) so that we as a staff find out about which activities your child really enjoyed, and the learning they get up to at home. All of this information is stored on a highly secure server which is monitored closely.

E-safety is extremely important to us at Twyning Playgroup, therefore we ask you to provide us with the following information and to sign the agreement and other information overleaf to show that you understand and will agree with our guidelines. We have two i-pads that are used only for playgroup purposes. It is necessary for staff to access tapestry out of playgroup hours but all staff have a current DBS check.

If your circumstances change and you move setting or your child starts school the online Learning Journey can be downloaded and put onto a USB stick or securely transferred to a receiving setting who also uses tapestry. In some cases there are over 200 pages so we cannot print but you are welcome to print at home.

We are sure that you will love this exciting opportunity to see your child’s achievements whenever you like, as much as we do! We have had very positive comments from parents from when we first launched the online Learning Journeys in January 2017.

Many thanks,

The Playgroup Team

Agreed guidelines for accessing and using Tapestry ‘Online Learning Journeys’

A learning journal will be used to reflect your child’s time at Playgroup. It will include photographs of your child at play with other children, for example: a group of children wearing costumes pretending to be *Goldilocks and the Three Bears* in the home corner.

As a parent I will…

**Not** publish any of my child’s observations, photographs or videos on any social media site. I understand if I don’t comply then my login details for tapestry will be removed and I will have to come into playgroup to view my child’s learning journal at an agreed time.

Keep the login details within my trusted family.

Speak to a member of staff if I experience any difficulties accessing my child’s learning journey.

I understand that staff have playgroup i-pads, are DBS checked and are permitted to take the i-pads home to update information/observations. This activity is securely monitored by the Manager. The Manager can see who has logged in when and what they have done

I am happy for group pictures that include my child to be in his/her friends online Learning Journey. If I am not happy I will speak to the Manager or Play Leader about an alternative option.

I agree to the guidelines:

Print name:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your child attends a childminder and you would also like them to have access and be able to add observations we can add them as ‘a relative’. Please check with them and provide the details below.

Name of registered childminder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to Playgroup and I will set up your account access and send out a link with your login details shortly ☺