

Burlington Infant School



Headteacher:
Mrs C McClarron BEd Hons
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Burlington Infant School
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"Always do your best and be your best"

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Dear Parents and Carers,

All children in Reception at our school have an on-line Learning Journal in which we record photographs, observations and comments, in line with the Early Years Foundation Stage and Development Matters Document. We use this to build up a record of each child's experiences and progress during their time in Reception. We use **Tapestry**, which is a secure system hosted on UK servers. File names are encoded for uploaded images, making Tapestry a secure on-line assessment tool. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques.

The benefits to yourselves from Tapestry being on-line, means you will have secure access (via a website or app) to your child's Learning Journal. In addition to viewing our observations and assessments, you will be able to make comments on these. We also encourage you to add to the Learning Journal, by uploading any pictures and comments of your child learning at home.

In order for your child's Learning Journal to be accessed online please give us permission by completing the attached slip. If you can provide your e-mail address, we will set up an account enabling you to access your child's Learning Journal. Please note each parent only has access to their own child's Learning Journal. If you do not have access to an e-mail address, your child will still have an on-line Learning Journal, which you can access in school. It is also possible to provide printouts for parents who do not have e-mail access.

Children other than your own may appear in a photograph which may be relevant to an observation, such as when a child is playing in a group game. There may also be other children in the background of the photograph of your child doing a particular activity. Photographs in your child's Learning Journey are for your **personal use only**. Parents and carers are not permitted to share group photographs on social networking sites or display them in public places. Any parent who is found to be sharing such photographs will have access to their child's on-line Learning Journal suspended.

Yours sincerely,

Mrs C McClarron
Headteacher



Tapestry Permission Slip



I give permission for Burlington Infant School to create an on-line Tapestry Learning Journal for

.....(name of child)

.....(date of birth)

The e-mail address I would like to link with the account so I have access to my child's Learning Journal is:

.....

OR

If you do not have access to e-mail, please tick this box and we will ensure that you can view your child's Learning Journal in school.

I understand that:

- Photographs in my child's Learning Journey are for personal use only.
- Parents and carers are not permitted to share group photographs on social networking sites or display them in public places.
- Any parent who is found to be sharing such photographs will have access to their child's on-line Learning Journal suspended

Parent's name.....

Parent's signature.....

