



Dear Parents/Carers,

Thank you for submitting your email address. This will enable us to set up an online Learning Journey account for your child. You will receive an email from Tapestry once your account has been set up. Please follow the instructions in the email.

Tapestry is a GDPR compliant company using secure servers in the UK to store data. Further information regarding the security of tapestry is available.

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> or by using the 'Tapestry' App on mobile devices, you will only be able to access this by using your log in details.**
- This will only give you access to your own child's account, you can change your password if wished once you have set up your account.
- Other family members can be given access on your request, once their email has been verified.
- The only staff in pre-school with access to your child's account will be the senior management team and your child's key person, who will be responsible for managing your child's account. Staff will only be able to log in to their own key children's accounts via a log in pin code, and only devices provided by the pre-school, they will not be able to log in on any other devices away from the setting.
- 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 publically or uploaded onto any social media websites, (in line with the settings 'Social Networking policy' and 'Mobile phone policy' available within the setting) Failure to adhere to this request will result in suspending your child's online Learning Journey.

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 like, add comments, photos and video, which we very much welcome and look forward to.

When you have completed the user agreement on your child's entry record you will receive an email from Tapestry to set up your child's account, this may go into your 'junk' folder. Please see office staff if you need any further assistance.

Please note – if your child leaves us to attend Westwood School in September 2022 we will automatically transfer their Tapestry account to them unless you tell us otherwise.

Thank you  
Maple Grove Community Group