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15<sup>th</sup> September 2015

Dear Parents,

We are very pleased to announce our new online learning journeys! We have decided to create individual 'learning journeys' for your child through 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 observations, photographs and even video from their time at Pre-School. 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 so that we as a staff find out about which activities your child really enjoyed and the learning they get up to at home. Staff will reference your child's learning to the EYFS profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. All of this information is stored on a highly secure server, which is monitored closely.

E-safety is extremely important to us at Whitchurch Pre-School, 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. Please return by Friday 25<sup>th</sup> September 2015.

We know how much you like to see your child coming home from Pre-School proudly clutching their most recent piece of work. Therefore we will photograph the pieces of work we need to keep as evidence and then it will come home with your child. If your child attended pre-school before this term, the previous paper learning journeys will be kept at preschool alongside the online record, until your child starts school, at which point it will be yours to keep.

If you do not have access at home, we will set up the computer or iPad for you to view your child's learning journey at Pre-School. Please just ask a member of the team who will endeavor to set it up ready for when you next collect/drop-off your child. Also if you would like a print out or CD of the work this can be arranged for you.

We are sure that you will love this new way of viewing your child's achievements as much as we do!

Many thanks,

Helen Roberts  
Administration Manager



Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will...

**Not** publish any of my child's observations, photographs or videos on any social media site.

Keep the login details secure/within my trusted family.

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

I agree to the guidelines:

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

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

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

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

Please return to Marie or Louise, and Helen will set up your account and send out your login details shortly 😊