

OXFORDSHIRE COUNTY COUNCIL  
**ENSTONE PRIMARY SCHOOL**



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Friday 13th September 2024

Dear Parents,

In Reception, we use an online learning journal called 'Tapestry' which enables staff to take photographs, videos and make written observations of the activities your child does at school. This is to build a profile of your child's progress over the year to help evidence if they have achieved the standard of a 'Good Level of Development' by the end of reception. 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. The Tapestry app is also free and easy to download onto your mobile phone.

The 'Tapestry' system 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 school account and can only be viewed by the school staff that use the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue).

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

The photographs/ videos taken and uploaded to Tapestry by the school are the property of Enstone Primary School 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this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

For children whose parents do not live together we can add two email addresses. 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 your child's teacher as soon as possible. We would also like to



signpost you to Tapestry's website where you will find more information and videos:  
<https://tapestry.info/parents-carers.html>

Yours sincerely

*Mrs A. Griffith*

Class teacher

