

Dear Parents/carers

Due to up and coming changes with the General Data Protection Regulation on May 25th we need to ask your permission again to be able to store your Child's child photos and data using the Tapestry Online Journal. Once we have this permission your child's data and photos will be made live on Tapestry and you will be able to go online and view them.

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

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage and 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 on receipt of the signed user agreement below. After receiving the agreement back, you will be issued with an email prompting you to setup a password for access to the Tapestry Journal website. This will only give you access to your own child's Learning Journal, however, other family members can be given access on your request. The only people in the school with access to your child's Learning Journal will be the members of the Senior Leadership Team and the Nursery Staff. A staff user Policy and agreement is in place and also covers the use of staff working on the Learning Journey's at home.

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, this is in line with our 'Data Protection and Information Management Policy 2018', which is available to view via the school's website. A staff user Policy and Agreement is in place and also covers the use of staff working on the Learning Journey's at home. Failing to uphold 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 add comments, photos and video.

When you have returned the user agreement below you will be issued with a user guide and log in details.

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The Minster Nursery and Infant School Tapestry Online User Agreement

Childs name:

- I agree to The Minster Nursery and Infant School using Tapestry to create an online learning journey for my child. **Yes / No**
- I agree to uphold the School's request not to share or upload any photographs showing other children. **Yes / No**
- I agree to my child appearing in group photographs that may be included in other children's Learning Journey's. **Yes / No**
- I agree to keep my log in details secure. **Yes / No**
- I agree to the Reception Staff working on my child's Learning Journey at home and in line with the Staff policy and user agreement. **Yes / No**

Please circle **Yes** or **No** for each statement. The manager will contact you to discuss the steps we will take to adhere to your wishes if you have selected 'No' to any of the statements.

Parents name: _____ **Signature:** _____ **Date:** _____

Email Address: _____

(for setting up your account)

