



# South Avenue Primary School

South Avenue, Sittingbourne, Kent ME10 4SU

Telephone: 01795 477750

Email: [headteacher@southavenue.kent.sch.uk](mailto:headteacher@southavenue.kent.sch.uk)

Headteacher: Miss Samantha Fenn



4<sup>th</sup> September 2018

Dear Parents, Carers and Guardians,

All children in Peridot and Emerald class have a personal online Learning Journey, which records photos, observations and comments, in line with the Early Years Foundation Stage Curriculum. This Learning Journey builds up a record of your child's experiences during their time with us.

We use Tapestry, a piece of educational software, which is hosted in the UK and all information is stored on a highly secure server. Parents will have secure access (via email address and password) to only your child's Learning Journal. In addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Online Safety is extremely important to us at South Avenue Primary School. Therefore, we ask you read and then sign the *Agreed guidelines for accessing and using Tapestry* form on the reverse of this letter. These agreed terms will coincide with the current *General Protection Data Regulations (GDPR)*. In signing these, it will show us that you have read, understood and agree with our guidelines. **Please return this to your child's class teacher as soon as possible.**

We are sure that you will find this a useful tool to enable you to follow your child's progress during their time in Year R and support their learning at home. Further information on how to access Tapestry will be coming home with your child this week. If you have any questions at the classroom door, we will be happy to arrange a time to meet at the end of the school day.

Thank you for your support.

Kind regards,

Miss Mace  
Peridot Class

Mr Sonnex  
Emerald Class



## Agreed guidelines for accessing and using Tapestry

### 'Online Learning Journeys'

As a parent/carer I will...

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

*Keep the login details within my trusted family.*

*Allow my data to be used and stored for the time my child is in Reception.*

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

**I agree to the above guidelines.**

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

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

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

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

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