



*Together we enjoy, create and achieve*

# Caversham Park Primary School

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Wednesday 13<sup>th</sup> November 2019

Dear Parents/Carers

As you may be aware, Reception use a secure electronic learning journal called Tapestry to record observations and the progress of your child. Tapestry is a website that can accessed via a computer or laptop but also through a free app on tablets and smartphones. Once your account has been activated, I highly recommend using the app rather than a computer.

On Tapestry every child has an individual learning journal. This learning journal can only be accessed by school staff who have been granted access to the system and through a secure password. You will also have access to your own child's learning journal through a secure log on so that you can see what your child is learning at school and how they are progressing. You will only have access to your child's journal and this cannot be seen by other parents/carers. Sometimes we may carryout group observations, e.g. as part of a PE lesson, in which more than one child will be added to the observation. In these observations names will not be used and comments will not be enabled. As Tapestry is considered part of the school, if you have given consent for displaying photos around school, your child may appear in the background or in group photos.

You will soon receive an activation email which will allow you to set up your account. I will send a text message when these have been sent so that you know. If you do not receive the email then please check your junk mail and if you still do not have it then please pop in to see me and we can check the address is correct. Also, if you would like another family member to have access to the learning journal, for example your child's father, then please provide me with their full name, relationship to the child and email address.

When an observation has been added to your child's learning journal you will receive an email to tell you that it has been updated. You will then be able to log on at a computer or through a mobile device to view the journal. An advantage to this system is that you can also add your own comments to the observations. Another advantage is that you can also add your own contributions from home. Therefore if your child does something amazing at home that you would like to contribute, please do so. On some occasions, homework will be set that requires you to add an observation to your child's learning journals. This is very straight forward to do and can be done via a mobile device. At the end of the year, your child's learning journal will be made available for you to download.

If you would like to know more or have any questions then please visit Tapestry's website where you will find lots of information <https://eyfs.info/tapestry-info/introduction> or do not hesitate to come and speak to me about it if you are unsure about anything at all; if you would like a demo or need help setting it up. Also, Michelle Tolmay, a school governor and Year 1 parent, is happy for you to speak to her if you would like as she has expertise in data protection.

Regards,

Mrs J. Twyford

