



Orchard Vale Community School,
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Dear Parents,

Welcome to Tapestry at Orchard Vale School.

Tapestry is a secure online Learning Journal used at Orchard Vale School to record photos, observations and comments, in line with the Early Years Foundation Stage. We use this to build up a record of your child's experiences during their time with us. Each child's Tapestry account creates a record of much of what they learn and experience, with comments made by adults to add context.

Tapestry allows us to share information and record your child's learning in school, it also allows you to add observations from home to create a full picture of their all-round learning. When adding an observation from home please put the title as - **Home Learning**.

Some examples of this are:

Home Learning

Johnny pointed to the notice in Tesco – "I can see a j that is for jam, there's the jam – it says j-a-m."

Home Learning

Johnny used the family's tablet to discover a fact about space "Did you know that space is silent?" He then covered his ears and said "This must be what it is like in space."

Please read, complete and sign the **Agreed Guidelines for Accessing and Using Tapestry**, and return to school so that we can set you up with your own account. We will then return a copy of this letter back to you so that you have a reminder of the guidelines at home.

If you have any questions, please ask.

Best Wishes,
The Early Years Team.



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Agreed Guidelines for Accessing and Using TAPESTRY 'Online Learning Journeys'

As the parent/carer of: _____ I/we will:

- **NOT** publish any of my child's observations, photographs, or videos on any social media site.
- Expect to receive quality observations, assessments, photos or videos, **NOT** quantity.
- Contribute by uploading special or WOW moments about my child to provide a fuller picture of their learning journey.
- Send only positive feedback to observations.
- Keep my login details secure and report to class teacher as soon as possible of any breaches so the password/pin can be changed.
- I/we understand that my child's image may appear in the learning journals of other children, particularly when they are part of group observations.
- I/we agree to these guidelines and authorise the following to access my child's online journey system through TAPESTRY.

Full Name	Email address PLEASE WRITE CAREFULLY	Relationship to child e.g. Mother, Father, or other setting

Signed:

Print name:

Date:

Relationship to Child: _____

Signed:

Print name:

Date:

Relationship to Child: _____