



# Greenfield Primary School

*Excellence and Enjoyment for All*

Shaw Street, Greenfield, Oldham, OL3 7AA

Telephone: 0161 770 5525

Email: [info@greenfield.oldham.sch.uk](mailto:info@greenfield.oldham.sch.uk)

[www.greenfieldprimaryschool.com](http://www.greenfieldprimaryschool.com)

Headteacher: Mr M Wood M.Ed.

Dear Parents/Carers

27<sup>th</sup> November 2019

## RE: Online Learning Journey – Parents' Guide and Image/Email Consent Form

### Introduction

All children attending Greenfield Primary School in Nursery and Reception have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted on secure servers in the EU. You will have secure access (via email address and password) to your child's Learning Journey and, 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.

### Where do I start?

Once you have given us an email address, we will set up an account for you. Once you have set yourself a password and PIN from the activation email, please go to <https://tapestryjournal.com> on your computer and log into your Tapestry account. You're also able to download the Tapestry App for your device: If you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry) or if you have an android device, then you may download the android app from the Google Play Store.

### Changing your settings On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

### On iphone/ipad

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

### Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

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### **Adding an entry to my child's Learning Journey**

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

## **Let us know how you get on!**

*Please complete the attached image and email consent form attached and return to Nursery as soon as possible.*

Yours sincerely

Rebecca Mubiru  
Nursery Manager



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## Image and Email Consent Form

We may take photographs for a number of reasons whilst your child is with us:

- to document what they enjoy doing;
- to record their learning and development progress;
- to include in newsletters, learning journals and displays;
- to record special events and achievements;

A learning journal will be used to reflect your child's time at Nursery. It will include photographs of your child at play with other children, for example in a group of children wearing costumes pretending to be *Goldilocks and the Three Bears* in the home corner. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child:

I consent to photographs of my child being taken by authorised personnel representing the Nursery. Yes  No   
(tick as appropriate)

I consent to photographs containing my child's image being included in other children's learning journals Yes  No   
(tick as appropriate)

(Please note that you have the option to view any photographs before they are included in any learning journal, should you request this in writing.)

I consent to treat photographs containing images of other children as **for my own personal use only** Yes  No   
(tick as appropriate)

I consent to my email address being used to create an account for my child. Yes  No

(This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.)

Name of child	Email Address:	Date:
Signed by parent/carer:	Print name:	Relationship to child:

Please note that you can **withdraw your consent, in writing, or request to see photos taken at any time.** This form is valid for the duration of your child's time at Nursery. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

**Data Protection Statement:** The information gathered here will be used solely for the purpose stated above. It will:

- Only be held by class teachers
- Only be accessible to school staff involved with this activity
- Be used to update our records if it contains more accurate data
- Shredded when children attend new establishment