

Hawthorn Community Primary School

Hawthorn Road
Kettering
Northants
NN15 7HT

Tel: 01536 512204
Fax: 01536 512468



Head Teacher: Julie Clubley
Email: head@hawthorn.northants-ecl.gov.uk
Website: www.hawthornprimarykettering.co.uk

19th September 2018

Dear Parent /Carer,

We are very pleased to announce our online learning journeys are now ready to be set up for this year. We will have created individual 'learning journeys' for your child through a piece of educational software called 'Tapestry'. By logging on with a secure username and password you will be able to view all of your children's observations, photographs and even video from their time in EYFS. You will even receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements with your child. You can add comments so that we as a staff find out about which activities your child really enjoyed and the learning they get up to at home. All of this information is stored on a highly secure server which is monitored closely.

During the year we will aim to add at least 2 or 3 entries each half term which may include photographs of special events throughout the year. As part of this system we are able to connect a few close relatives to a child so if there are grandparents who would like to access these observations please add their email addresses below.

E-safety is extremely important to us at Hawthorn Community Primary School. Therefore we ask you to provide us with the requested information and to sign the agreement on the reverse of this sheet to show that you understand and agree with our guidelines. Please return by **Friday 28th September 2018**. You can also complete this form online on our website using this link

<http://www.hawthornprimarykettering.co.uk/form/?pid=108&form=27>

We are sure that you will enjoy viewing your child's achievements as much as we do!

Many thanks,

Catherine Billingham
Deputy Headteacher and EYFS lead

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I...

- Give permission for my child's photograph to be included in group observations
- Will **Not** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if my email address changes
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

As a school we...

- Will delete parents' information from Tapestry when the children move to year 1 or leave the school
- Will keep all records secure
- Will update the photographs and observations throughout the year.

I agree to the guidelines:

Print name: _____

Name of child: _____

Signature: _____ Date: _____

Please complete the table below for access to your child's learning journey.

Name	Email address	Relationship to child

Please return to your child's teacher and Mrs Izzard (IT technician) will set up your account and send out your login details shortly. Please see the flyer produced by Tapestry with instructions as to how to use the account.