



## **Leverhulme Community Primary School**

Brightmet Drive

Bolton

BL2 6EE

Tel: 01204 333123

Email: [office@leverhulme.bolton.sch.uk](mailto:office@leverhulme.bolton.sch.uk)

Website: [www.leverhulmecps.co.uk](http://www.leverhulmecps.co.uk)

**Head Teacher: Mrs S Curley**

Dear Parents/Carers,

At Leverhulme Primary School throughout Early Years, we use an online journal called Tapestry. Tapestry is a secure online journal recording all the learning and fun of the children's Early Years education. It is easy to use and helps teachers and parents/carers to record, track and celebrate progress.

Early years is fun packed and busy. From messy play to learning Phonics and new games, there is so much for children to experience. Text, images and videos can be easily uploaded via PC, tablet or by using a mobile app, anywhere there is an online connection. Every entry helps to create a complete story of a child's learning at school.

In order to enable you to access your child's journey we will require email addresses for anyone you may wish to share in your child's learning journal. This may be mum, dad, grandparents, aunts and uncles. You can select up to four adults to access your child's Tapestry account.

E safety is extremely important to us at Leverhulme, therefore we ask you to sign the agreement and other information to show that you will agree to our guidelines.

Please return the slip with the name, email address and relationship to your child of anyone you wish to share in your child's special learning journey whilst in Early Years at Leverhulme.

Yours sincerely,

Miss S Patterson

Early Years Lead



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

As a parent, I will...

- **NOT** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details safe and not share these with others.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- Agree that my child will sometimes be present in group photos which are visible to other parents through Tapestry (we will try to limit this wherever possible).

**I agree to the guidelines:**

Print Name:..... Signature:..... Date:.....

Name of child:..... Relationship to child:.....

Email:.....

These are the additional relatives that I wish to access my child's account:

(Please note we need all details in full to process the access request.)

| Full Name | Email address | Relationship to child |
|-----------|---------------|-----------------------|
|           |               |                       |
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