



# St. Vincent's Catholic Primary School

St. Vincent Street, Marylebone W1U 4DF

Headteacher: Miss M. Coleman

Tel: 020 3146 0743 email: [office@stvincentsprimary.org.uk](mailto:office@stvincentsprimary.org.uk)

web: [www.stvincentsprimary.org.uk](http://www.stvincentsprimary.org.uk)

22<sup>nd</sup> June 2022

Dear Parents and Guardians,

This letter is to inform you about our use of Tapestry Online Learning Journal in our setting. Tapestry allows us to make observations for your children where we can attach photos and videos, as well as include assessments which we can use to track children's development and progress.

On Tapestry, parents/guardians and other relatives can view, like and comment on the observations we make for your child/ren. You can also add your own observations of what your child does outside of the setting. You can also be notified via email either immediately, daily or weekly if there are new entries for you to view.

If you give your permission, we will set you up with your own individual account using your email address. This account will be directly linked to your child/ren's account/s, which means you will only be able to see observations that include your child. You will then be able to login with your email address and password to either the browser version of Tapestry ([tapestryjournal.com](http://tapestryjournal.com)) or to the app. Tapestry has apps for iOS, Android and Amazon Fire devices. If you choose to use the app, after you login initially, you can use a 4-digit PIN to quickly log back in.

Tapestry securely stores all the data we input to our account on their servers. If you want to find out more information about how Tapestry keeps our data safe and secure, you just need to go to <https://tapestry.info/security.html>.

If you would like to proceed, please fill in the slip below with your child's name and your email address and then sign. Once you return this to us, we will then provide you with details about how to access and use your Tapestry account.

If you have any questions or queries about this, please get in touch via the school office.

Kind regards,

Mrs Duffy

Deputy Headteacher



**Together Through Christ We Grow and Learn**





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<b>Pupil Name:</b>		<b>Date of birth:</b>
<b>Name of Parent/Carer:</b>		
<b>Relationship to Child</b>		

**Please indicate whether you have given your consent in each case by ticking the box on the right right-hand side. Please sign and date the form on the last page and return to the school office**

### Use of information and image

The school greatly values being able to use photos of pupils to celebrate the wonderful learning activities at St. Vincent's Catholic Primary School

I give permission for a Tapestry account to be created for [name of child]:	
I consent to photographs and videos of my child being taken by authorised personnel	
<i>I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal</i>	
I consent to photographs containing my child's image being included in other children's learning journals	
I agree to treat photographs containing images of other children as well as my own as for my own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs <b>cannot</b> be posted on a social networking site or displayed in a public place.	

The e-mail address I would like to link with the account is:

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I give permission for a Tapestry account to be created for me (please sign and date):

Signature:

Date:



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