

**Martin's C of E Primary and Nursery School**  
**Younghayes Road**  
**Cranbrook**  
**Near Exeter**  
**EX5 7DT**



Dear Parents and Carers

All the children in our Foundation Stage Unit (Reception and Little Parrots) 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 in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded or uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey tool. The benefits to yourselves from Tapestry being on-line means that you will have secure access (via a website which you login to using your email address and a 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.

Our Foundation Stage Unit has its own secure Tapestry website which, once you have provided us with an email address, we will be able to set you up with an account to access this. If you do not have access to email your child is still able to have an online Learning Journey, which you can access through the use of school computer equipment through the year. We are hoping to provide each child with a CD of their Learning Journey at the end of the Reception Year.

Due to the play-based nature of EYFS, sometimes your child's name may appear in other children's Learning Journeys *Eg: Gemma and Louise were exploring in the forest.* They may also be in some photographs. If you do not want your child's name and/or photograph to appear in other children's learning journeys please notify us below. Opting out will severely limit the information we can provide for you so we hope that you will allow your child to appear alongside their friends.

If you have any questions or queries please do not hesitate to ask  
Many thanks

Mrs Turl  
Assistant Head – Phase One Lead  
Please complete this form and return to your child's teacher

Telephone: 01404 515409  
Email: [admin@stmartinscranbrook.devon.sch.uk](mailto:admin@stmartinscranbrook.devon.sch.uk)  
Website: [www.stmartinscranbrook.devon.sch.uk](http://www.stmartinscranbrook.devon.sch.uk)