



Crossbow Pre-School

St Peter's Hall
School Road
Frampton Cotterell
Bristol
South Gloucestershire
BS36 2DA

t 07928 381976
e info@crossbowpreschool.co.uk

TAPESTRY

Tapestry is an online learning diary that will enable us to give you instant access to our observations and provide you with the opportunity to comment and share your insights into your child's learning. Both Pre-School and parents can upload photos and videos, which makes Tapestry a truly collaborative way to document your child's early years. Parents will be sent an email whenever an observation is made, meaning you get regular feedback of information which you can view ...it's like a Pre-school Facebook!

Staff members have read, signed and agreed to a technology code of conduct, which stipulates how to keep data secure and confidential. Photos and video will be loaded directly onto the Tapestry site and will not be stored within any laptop or mobile device.

Parents/Guardians will be given a secure password and will be able to select other family members to access their child's learning diary. This means a Grandmother in Australia will be able to share in their learning journey.

Tapestry is the online system used by Frampton Cotterell C of E Primary School and Watermore Primary School; this means children who move onto these schools will have a consistent online learning diary that potentially spans from the start of Pre-school to Key stage 1. The diary can be converted to PDF and printed if something more tangible is desired or if children are transitioning to a school that does not operate Tapestry. Once your child has left Crossbow Pre-School and their learning diary has been successfully received by their new school or setting, your child will be removed from our Tapestry site and we will no longer have access to their information.

If you have any questions you should talk to your child's key worker as they are best placed to answer any queries regarding your child's learning and development. However, if you have a technical query than please speak with any of the following staff members as all four have access, knowledge and authority to manage our Tapestry settings; Laura (**Tapestry Lead & Admin**) Lauren (**Tapestry Special Educational Needs and Disability**) and Greg (**Tapestry Deputy Lead**).

Please can you complete and return the form below, keeping us updated on any changes to your contact details. Please list everyone who you wish to have access to your child's Tapestry learning diary and inform us immediately if you would like anyone from your list removed or someone added. It is the responsibility of those with parental responsibility to manage the list of who has access to your child's Tapestry account.

Once your child's learning diary is set up, you will receive an 'all about me form', please fill in this essential information promptly so we can get to know your child before their first day.

Data Protection

The information you provide in this form will be used solely for the purpose of Crossbow Pre-School and will be held confidentially within the organisation. Your data will not be passed to any third party but may need to be shared with other childcare providers or agencies.

Crossbow Pre-School has a Privacy Notice, which can be found on the Website and available to view on the premises. Your data will be stored and used in accordance with this Policy.



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TAPESTRY AUTHORITY FORM

NAME OF CHILD (first and surname) _____

Name	Relationship to Child	Email address	Full Address, including p

PARENT/GUARDIAN name _____

PARENT/GUARDIAN signature _____

DATE _____