Privacy notice: Tapestry EARLY YEARS ASSESSMENT & MONITORING

Our primary academy early years settings use an online learning journal called 'Tapestry' to assess and track the progress of our Nursery and Reception children.

As with most modern assessment tools, Tapestry allows us to upload photos and videos of children as well as information and statistics to act as a record of development.

This information (including any photos or videos) is held securely via the software and our network as per GDPR and the Data Protection Act 2018.

Retention of data

If a child attends one of our nurseries, the data will be kept for no longer than one year after a child leaves in case it is required by the child's next nursery or new primary school. If they wish, parents can request that any data collected prior to Reception year is deleted once they leave.

However, if a parent applies for and the child is successfully given a place at one of NSCT Academy primary schools (Enfield Heights Academy, Kingfisher Hall Academy or Woodpecker Hall Academy) then the information will form part of their primary school education record to help give us a rounded picture of the child throughout their educational journey with us.

Parental app

One of the advantages of Tapestry is that, via a mobile or tablet app, parents can not only view the photos or videos of their child that we have uploaded, but they can also contribute to their child's development by uploading their own photos or videos away from the school setting. These will only be accessible by the early years teaching staff regularly interact with your child and will help give a more rounded view of their assessments.

If you choose to use the app we will need an email address with which to register you and it is usually one registration per family. A full demonstration on how to use it will be provided to parents.

More information about Tapestry can be found on their website www.tapestry.info

Group tasks and parental consent

Some of the best ways to assess and monitor young children is observing how they interact in group settings.

Whilst group pictures and videos are regularly used internally for assessments, the app also allows us the option to share these group images with parents too. However, as these images will feature multiple children and other parents may be able to view your child as part of a group. Also, once a child leaves the school, parental access to the app will be disabled but historical group images in which their child feature will still be accessible to the parents of those children who remain.

We will only share group images in which your child features with your consent or ensure they are not part of a group activity which we plan to share with those parents who have consented.

Whilst we would encourage all parents to agree to the sharing of group images we recognise your rights and it is entirely your choice. Also any consent you provide now can be withdrawn at any time.

We would be grateful if you could complete and return the following consent form to the school office.

Tapestry preference and consent form

My child attends (please tick): -

☐ NURSERY | **Kingfisher Hall**	☐ RECEPTION | **Enfield Heights**
☐ NURSERY | **Woodpecker Hall**	☐ RECEPTION | **Kingfisher Hall**
	☐ RECEPTION | **Woodpecker Hall**

Please print clearly: -

Child's first name:	
Child's surname:	
Parent's first name:	
Parent's surname:	

Please tick as appropriate: -	Yes	No
I would like to be registered for the Tapestry app and have provided an email address with which to be registered below: -	☐	☐
email:		

Please tick as appropriate: -	Yes	No
I understand that group images in which my child appears will be visible to other parents whose child is also participating and I consent to this use.	☐	☐

Consent can be withdrawn at any time

Signed*: ..... Date: .....

*Alternatively we will accept a verified / recognised contact email address as proof of consent