



ST. PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL

Penrose Street, Walworth, London, SE17 3DT
 Telephone: 020 7703 4896 email: office@stpauls.southwark.sch.uk

Students Admission Pack

PRIVATE AND CONFIDENTIAL

Note: If the Admission Application is accepted, Parents/Carers will be required to provide proof:

Identity: Original Birth Certificate

Address: One of these documents: Council tax statement, Household Utility Bill. Anything from HMRC. Credit card/Bank statement. These documents must show the current address stated on documents for proof of identity and be dated within the last 3 months.

Please complete this form in black ink, block capitals and return the form and supporting documents by post or email to the:

Admissions Officer, St. Paul's Church of England Primary School

Email: office@stpauls.southwark.sch.uk

Office Use Only	
Application Received	Date: _____ Staff Initials: _____ <input type="checkbox"/> All sections completed <input type="checkbox"/> Last School Report
Unique Student Number	
Interviewed By Home Visits By	Name: _____ Date: _____ Name: _____ Date: _____
Application Accepted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> School <input type="checkbox"/> Nursery
Admission Date	
Confirmation sent to Parent/Carer	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
FSM eligibility checked & Pupil Premium spreadsheet sent to Southwark Council	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
All information updated in Arbor	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Name of Class Allocated	

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Parent/Carer Declaration

- I wish my child to be considered for entry into St Paul's Church of England School
- I am willing to co-operate with the Headteacher and Staff to ensure that the school rules are kept and will support the School Governors and their aims and ideals.
- Admission to the School is on the understanding that my child will be brought and collected at the correct times by AN ADULT. However, Year 5 and 6 students can go home on their own if consented by parents/carers.
- I understand that my child's mobile phone, any other electrical devices that are not allowed to be used in lessons and sweets will be handed to a staff member on duty or the Premises Manager when my child arrives in school. These items will be returned to my child at the end of the school day.

Parent/Carer Signature(s):	Date:
Parent/Carer Name:	

Personal Information

The information provided on this form is subject to the Data Protection Act 1998. **Your signature on the bottom of this form gives us consent to process this information for use by the school and the Local Education Authority/DfE.** The information provided may also be disclosed to the Governing Body.

Child's Surname:		Child's Legal Surname:	
Child's Forename:		Child's Middle Name:	
Chosen Name:		Gender:	Male / Female
Date of Birth:			
Nationality:		Country of birth:	
Religion:		Home Language:	
Passport Number:		English is an additional language:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passport Issue Date:		Passport Expiry Date:	
Address:	Post Code:		
No of years at this address			
Previous address if current address is less than 3 years	Post Code:		
Previous/Current School or Nursery Name and Address:	Post Code:		
Dates in School/Nursery	Date started:	Date ended:	
IF NO Previous School. Has your child Attended school in UK	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please give details of **all persons who have parental responsibility and anyone else you wish to be contacted in an emergency**. Place them **in the order that you wish for them to be contacted**. ***NOTE TO PARENTS:** by providing us with your mobile number and email address **you are giving permission for these to be used as contact details**.

Priority 1	
Name: (Mr/Miss/Mrs/Ms)	Relationship to child:
Address:	Post Code:
Landline No:	Mobile No:
Work No:	Email address:
Preferred Method of Contact/Communication	<input type="checkbox"/> Text <input type="checkbox"/> Email
Permission to collect child from school & data from school	<input type="checkbox"/> Yes <input type="checkbox"/> No
Priority 2	
Name: (Mr/Miss/Mrs/Ms)	Relationship to child:
Address:	Post Code:
Landline No:	Mobile No:
Work No:	Email address:
Preferred Method of Contact/Communication	<input type="checkbox"/> Text <input type="checkbox"/> Email
Permission to collect child from school & data from school	<input type="checkbox"/> Yes <input type="checkbox"/> No
Priority 3	
Name: (Mr/Miss/Mrs/Ms)	Relationship to child:
Address:	Post Code:
Landline No:	Mobile No:
Work No:	Email address:
Preferred Method of Contact/Communication	<input type="checkbox"/> Text <input type="checkbox"/> Email
Permission to collect child from school & data from school	<input type="checkbox"/> Yes <input type="checkbox"/> No

Under the Children's Act both parents have legal responsibility for the child unless a Court Order has been issued.

Has a court order been issued for this?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your child under the care of the local authority	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any support services been recently involved with your child.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, state name of support service

Is the Child living with Parent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Child Living with Relative	<input type="checkbox"/> Yes <input type="checkbox"/> No

Immigration Status

Was your child born in the U.K?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, date of arrival:	Date:
From which country?	
Are you an Asylum Seeker?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state reference number:
Are you a Traveller?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other children in the family who attend St Paul's Primary School / Nursery

Name of Child:	Age	Male/Female	Year Group

Travel Arrangements

Please tick which method of travel your child will be using to get to school

Bicycle
 Train
 Car/Van
 Walk
 Taxi
 Public Bus

Trains/Underground

SEN and Other Special Needs

<p>Is your Child on the SEN register (Special Educational Needs)?</p> <p>Please state any Other Special Needs that the we need to be aware of</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Religion

Religious belief of Student	
Name & address of the Church that the family currently attends	
Name of Minister/Vicar	
Contact Telephone Number of Minister/Vicar	

Parent/Carer Signature(s):	Date:
Parent/Carer Name:	

Ethnic Background Record Form

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The DfE recommends that those with parental responsibility decide the ethnic background for primary students. The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

Please study the list below and **tick one box only** to indicate the ethnic background of the student or child named above. Please also tick whether the form was filled in by a parent or the student.

White	
British	
Irish	
Traveller from Irish Heritage	
Gypsy/Roma	
Any other White background	
Italian	
Turkish	

Mixed	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed Background	

Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian Background	

Black or Black British	
Caribbean	
African	
Any other Black Background	

Chinese	
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Any Other Ethnic Group	
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Please state if ethnic background is not included in the list above:

This information was provided by:	Parent/Carer		Student	
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(Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education and Skills (DfES) to contribute to local and national statistic. The information will also be passed on to future schools to save it having to be asked for again).

First Language

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the child's proficiency in English. In the case of an older student who is no longer exposed to the first language in the home, and who now uses only another language, the student or parent can determine which language should be recorded.

Please tick ONE box only:

English		Estonian		Korean		Sign Language (other)	
Afrikaans		Filipino		Kurdish		Sindhi	
Akan/Twi-Fante		Finnish		Latvian		Sinhala	
Albanian/Shqip		French		Lingala		Slovak	
Amharic		Gaelic/Irish		Lithuanian		Slovenian	
Arabic		German		Luo (Kenya/Tanzania)		Somali	
Armenian		Greek (Any Other)		Malay/Indonesian		Sotho/Sesotho	
Bengali (Any other)		Greek (Cyprus)		Malayalam		Spanish	
Bengali (Sylheti)		Gujarati		Marathi		Sundanese	
Bosnian		Hausa		Ndebele		Swahili/Kishwahili	
British Sign Language		Hebrew		Nepali		Swedish	
Bulgarian		Hindi		Pahari (Pakistan)		Tagalog	
Caribbean Creole English		Hungarian		Pahsto/Pakhto		Tamil	
Caribbean Creole French		Icelandic		Panjabi (Any other)		Telugu	
Chaga		Igbo		Panjabi (Gurmukhi)		Thai	
Chichewa/Nyanja		Italian (Any Other)		Panjabi (Mirpuri)		Traveller Irish /Shelta	
Chinese (Any other)		Italian (Sicilian)		Persian/Farsi (Any other)		Turkish	
Chinese (Cantonese)		Japanese		Polish		Ukrainian	
Chinese (Hakka)		Kannada		Portugese (Any Other)		Urdu	
Chinese (Mandarin)		Kasmiri		Portugese (Brazil)		Vietnamese	
Croatian		Katchi		Romanian		Welsh/Cymraeg	
Czech		Kikuyu/Gikuyu		Romany/English Romanes		Other : please state	
Danish		Kinyarwanda		Russian			
Dari Persian		Kirundi		Serbian			
Dutch/Flemish		Konkani		Shona			

This information was provided by (please tick)	Parent/ Carer		Student
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Confidential Medical Information

Student's Full Name:	
Family Doctor's Name:	
Doctor's Surgery Name and Address:	
Doctor's Surgery Telephone Number:	

Dental Surgery Name and Address:	
Dental Surgery Telephone Number:	

Does your child have/or has had any of the following? (Please tick where appropriate):

	Yes	No		Yes	No
Asthma			Diabetes		
Epilepsy			Eczema		
Hay fever			Heart Problems		
Hearing Problems			Migraine		
Vision Problems			Headaches		
Tuberculosis			ADHD		
Allergies			Sickle Cell Anaemia		

If you have ticked Yes to any of the above medical conditions, please provide further details below:

Please give details of any: (please tick where appropriate)

Does your child take regular Medication?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, please attach a copy of the medication prescription and state medication below

Ongoing Medical Conditions and treatments?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your child suffered any major illness and/or had any operations	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is your child right or left handed	Right Handed		Left Handed	
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Any other health matters that the school needs to be aware of eg, medical conditions effecting physical education (PE)	
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Any other medical comments:

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I consent to First Aiders, in appropriate circumstances to give or use PLASTERS:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Does your child require a special diet? (Medical evidence is required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Does your child have any food allergies? (Medical evidence is required)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please specify</i>
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Parent/Carer Signature(s):	Date:
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Parent/Carer Name:	
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Consent Forms

Short Visits to the Local Area

We often take the pupils out on local visits in connection with their learning in the school. Local, in this case in and around Walworth.

On these occasions when visits involve any kind of cost or transport you will receive a letter with details and a permission slip as usual.

Parent/Carer Signature(s):	<input type="checkbox"/> Consent <input type="checkbox"/> Do not consent Signature: Date:
Parent/Carer Name:	

Pupil Internet Access

- All pupils use computing devices, including internet access, as an essential part of their learning.
- The school uses an educationally filtered service and teaches e-safety to pupils in order to keep pupils safe and prevent them from accessing inappropriate material.

Think then Click

These rules help us to stay safe on the internet.

- We only use the internet with the permission of an adult.
- We click on buttons and links when we know what they do.
- We will tell an adult if we see anything we are uncomfortable with.
- We write polite and friendly messages to people that we know.
- We will never give out personal information or passwords.

Please discuss the above rules with your child to ensure that they understand their role in using computing devices safely and responsibly.

Parent/Carer Signature(s):	<input type="checkbox"/> Permission for my child to have internet access on the terms set out above <input type="checkbox"/> Do not give Permission for my child to have internet access on the terms set out above Signature: Date:
Parent/Carer Name:	

Data Protection – Photo Permission

Please read the following options thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

We can only use photos and images for the reasons set out in this form if we have received this form back from you. The school will only publish images and videos of your child for the options that you provide consent for.

I provide consent to:	Yes	No
Using photos of my child on the school website.		
Using videos of my child on the school website.		
Using photos of my child, including their first name, in the school newsletter, which may be emailed to parents and made available on the school's website.		
Using photos of my child on social media on the following platforms ie Twitter		
Using videos of my child on social media on the following platforms ie Twitter		
The local media using photos of my child, to publicise school events and activities.		
Using photos of my child in new marketing material to advertise/promote the school e.g. the school prospectus, banners, leaflets.		
Using photos of my child in marketing material produced by our Academy Trust, which may include brochures, prospectus in hard copy format and/or available online.		

Parent/Carer Signature(s):	Date:
Parent/Carer Name:	

Change of Clothes

I understand that there are occasions when children have accidents in school and need a change of clothes.

Parent/Carer Signature(s):	Date:
Parent/Carer Name:	

Other Information

Free School Meals Application

Dear Parent/Carer,

- We are asking Parent/Carer whose children attend St. Paul's C of E Primary School to complete this form if you believe you have a statutory entitlement to Free School Meals.
- For anyone applying after 1st April 2020 for free school meals the Parent/Carer will have to complete this form once, as the claim will expire on in March 2023 due to the rollout of Universal Credit.
- Registering for free meals could also raise additional funding for the School to fund valuable support like extra tuition, additional teaching staff or after school activities.
- **In order for your child/children to receive a free school meal, you will need to complete ALL sections of this form unless the family joint income is over £16,190.** This information helps to decide how much money the School will receive each year for this purpose and other related funding.
- ***PLEASE NOTE IF YOU RECEIVE WORKING TAX CREDIT YOU WILL NOT BE ELIGIBLE***

Family Income and Benefit Details

Please tick (x) indicating joint family income

£16,190 or under.

£16,191 and over. If you tick this and receive Working Tax Credit, please do not complete the form as you are NOT eligible.

Please tick the following boxes:

Receiving Working Tax Credit.

Income Support.

Income based Job Seeker's Allowance.

Guarantee element of state pension credit.

Income based Employment Support Allowance.

Support under part VI of the Immigration and Asylum Act 1999.

Child Tax credit AND Joint income of no more than £16,190.

Note: To apply online for Universal Credit. The link is <https://www.gov.uk/apply-universal-credit>

Free School Meals Application cont'd

Please include any other children in the family receiving free school meals who are in different year groups, or at different schools.

Child (Full Name)	Date of Birth	Sex M/F	Name of School Child is Currently Attending

Details	Parent/ Carer	Parent/ Carer
Surname / Family Name		
First Name		
Date of birth		
National Insurance Number		

Declaration

The information I have given on this form is complete and accurate. I agree to notify St Paul's C of E Primary School and Southwark Council in writing of any change in circumstances which could discontinue the entitlement of my child/children to receive a free government funded school meal.

I agree for St Paul's C of E Primary School and Southwark Council to use the information I have provided to process my application for free school meals.

Parent/Carer Signature(s):	Date:
Parent/Carer Name:	

FOR OFFICE USE ONLY FOR FREE SCHOOL MEALS APPLICATION

Check Eligibility on LGFL, Southwark Council Portal Yes No

IF Eligible, update Arbor: Yes No

IF Not Eligible, print decision form and send to Parent/Carer and update notes on ARBOR: Yes No

Send Spreadsheet to Southwark Council for Pupil Premium Check Yes No

Staff Name:

Date:

Attendance Expectations

Attendance Contact Line: 020 7703 4896

Attendance Email: Office@stpauls.southwark.sch.uk

Expectation:

Your child's attendance has to be more than 95% throughout the Academic Year. There is a positive correlation between high attendance and achieving target grades.

Start of a School Day and Punctuality:

It is important that your child should arrive on time to school every day.

All students should arrive on the school's premises before school starts at **8:45am**

Any student **arriving after 8:55 am will be marked as late**, this is when the school closes its registers.

Unexpected Student Absence:

Contact will be made to every parent/carer of a student who is absent each morning of a school day via a phone call or text, who hasn't made contact to us regarding why their child is absent.

Illness:

If your child is too ill to attend school, **please contact us on each day of absence**, to keep us informed of your child's progress, wherever possible **before 8:30am** on the absence line or email.

If you expect your child to be absent due to a medical appointment, **please send in proof of their appointment** (hand delivery or email).

If your child has less than 95% attendance, we will require evidence example proof of medication, doctors appointment or doctor's note stating that your child is too ill to attend school.

Parent/Carer Signature(s):	Date:
Parent/Carer Name:	

School Uniform

When students arrive at school in the correct uniform they are a real credit to us all and this also helps the students to take pride in themselves and their School. Alongside this, when students are in the correct uniform each day they are ready and prepared for work in the classroom.

School Uniform		Additional Items can be bought from external suppliers
	Book Bag Can be Purchased in School	Shoes <ul style="list-style-type: none"> ○ Dark Shoes or Black Trainer ○ Dark Flat Shoes ○ Sensible Summer Shoes in Warmer Weather. ○ No Backless or Strappy Sandals.
	Red Cardigan For Girls with School Logo Can be Purchased in School	Socks <ul style="list-style-type: none"> ○ White, Grey or Black Socks. ○ White, Grey or Black Tights.
	Short Sleeve White Polo Shirts - Compulsory For Boys and Girls with School Logo Also used for PE Kit. Can be Purchased in School	PE Kit <ul style="list-style-type: none"> ○ Grey/Black Joggers or Shorts ○ Black Plimsolls or Trainers for Outside Sports. ○ White Polo Shirt and School Sweatshirts.
	Jumper - Compulsory For Boys and Girls with School Logo Can be Purchased in School	Trousers/Skirts <ul style="list-style-type: none"> ○ Grey/Black Trousers ○ Grey/Black Skirts ○ Pinafore Dress

Please sign below confirming you have read and understood the uniform procedure:

Parent/Care Signature(s):	Date:
Parent/Carer Name:	

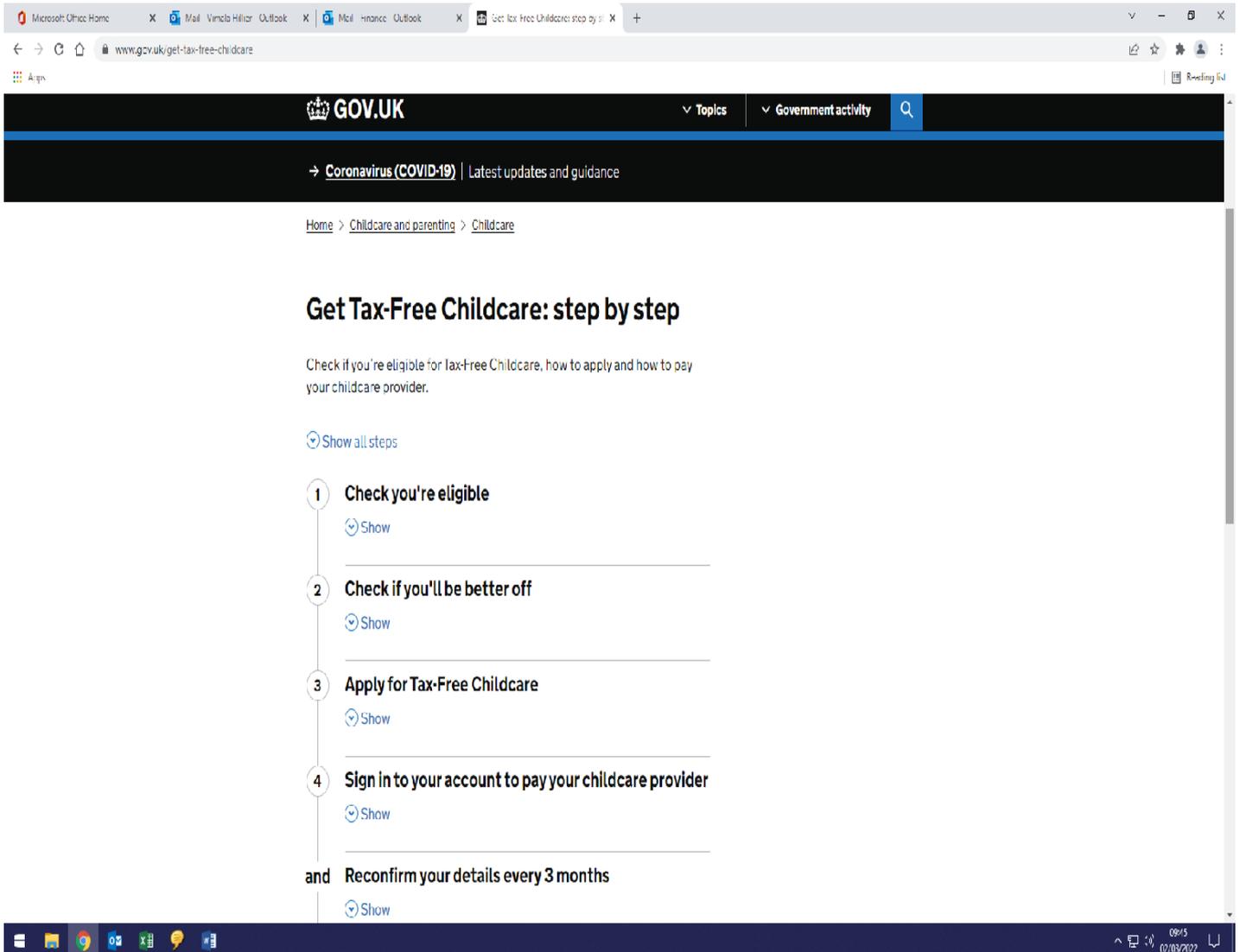
Nursery Application

ONLY complete the next page if you require your child to be offered a Nursery place

- You may be entitled to additional 30 hours of FREE extended child care . To qualify for this, you need to complete the Government online assessment form using the link:

<https://www.gov.uk/get-tax-free-childcare>. You will then get the screen below. Please follow the instructions on the screen. Once you have entered all the details, you will get an immediate notification on screen to inform you if you are eligible or not. If your eligible, you will be given The Eligibility Code (which is a 11 digits number). PLEASE WRITE THIS CODE BELOW:

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Parent/Care Signature(s):	Date:
Parent/Carer Name:	

Tapestry Online Learning Journal

St Paul's Church of England School ensures that all children attending have a personal Learning Journey.

This is an online electronic learning journal through a programme called 'Tapestry'. This software enables us to record, track and share your child's learning against the Early Years Foundation Stage (EYFS) Framework. Having this journal online enables staff to take photographs, video and to make written observations of the activities your child undertakes and allows staff to instantly upload these throughout the day.

Parents/carers will be able to view all their child's learning during their time within the early years provision at St Paul's Church of England School. Having access to this information provides an excellent opportunity for us to share details about children's learning and achievements so that parent/carers can celebrate their learning at home.

Once you have provided the school with an e-mail address, we will be able to set you up with an account. By logging on using a secure username and password, you will be able to view all your child's learning during their time within the Early Years provision. Having access to this information provides an excellent opportunity for us to share details about your child's learning and achievements so that you can celebrate their learning at home, too. Parents and Carers will also be able to add their own photos, videos and comments to the journal.

Tapestry, which is a GDPR compliant company, uses a system hosted in the UK on secure servers. These servers conform to very high standards and are proactively managed 24 hours a day by a central security team. The safeguarding of our children is of paramount importance to us. Everything which is added to Tapestry will be added to our school account and can only be viewed by the staff and Parents and Carers using the system, using your own personal login details.

Parents and Carers will only have access to their child's journal, and this cannot be seen by other parents. However, as children play and learn alongside each other, there will be times when they are photographed with their peers. For this reason, we would like permission for your child to appear in the photographs within other children's learning journals. **It is crucial that you do not share photos or video from your child's learning journal on social media or through other online platforms.** The photographs and videos uploaded to Tapestry by the school are the property of St Paul's Church of England School and you **do not** have permission to upload them onto any website on the internet. Any incidents where this confidentiality is broken will be dealt with seriously and will result in your access to the system being withdrawn.

Frequently Asked Questions

Why use an online system?

Creating an Early Learning Journal is statutory for all children in Foundation as a way of assessing their learning. Until recently, this was done by handwriting observations, printing out photos and cutting out and sticking all of these into a paper book, which was all very time-consuming and took staff out of the classroom. By taking photos and videos that can be instantly uploaded, linked to a child and annotated later on in the day, it drastically increases the amount of time which staff can spend with your children, supporting their learning.

How do I get onto the system?

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>. It is available as a free app from the Apple Store and also on Android devices. We will ask you to provide us with an email address so that we can set a personal account for you. Once this is set up you will be sent an email allowing you to complete the setup process, including setting your own password. This will be a secure way of logging in, and you will only be able to see your own child's Learning Journal.

I do not have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person to come into school. You will be provided with access to your child's account and support, if needed.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system, but should you have any problems, a member of the Foundation Stage Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new observation has been added for your child.

Please state your email address

I consent for the Tapestry Account to be set up

Parent/Care Signature(s):	Date:
Parent/Carer Name:	

Procedure

- St Paul's Church of England School uses an online Learning Journal system called Tapestry, allowing staff and parents to access the information from any computer via a personal, password-protected log-in.
- The Learning Journal will start once the child has started our early years provision
- Parents are required to sign an agreement and registration form before accessing the Learning Journal.
- Parents logging into the system are only able to see their own child's Learning Journal .
- Class teacher will oversee the compilation of that child's Learning Journal.
- Photographs taken of children are added to Tapestry daily whilst staff are on the school site.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- Staff access permits the input of observation, photos, video, audio, and notes of interactions with a child. This ensure that we can track and record the children's progress and their learning and development is monitored as part of our legal obligation under the EYFS statutory Framework.
- Observations added to a child's learning journal are monitored by class teachers and the early years lead.
- In all observation notes, other children are referred to by initials and not by name, unless we have written or verbal consent from the parents.
- Parents/carers access permits the input of observations, photos, video, and audio. In addition parents/carers can add a new comment or respond to the comments of existing observations taken by staff. Parents/carers access will not give authorisation to edit existing observations.
- Parents/carers are requested to sign consent giving permission for their child's image to appear in other children's Learning Journals and protect images of other children that may appear in any photos contained in their child's Learning Journal.
- Tapestry is not a communication method between school and home. Tapestry enables us to record, track and share your child's learning against the Early Years Foundation Stage (EYFS) profile. It also enables us to share details about your child's learning and achievements. Parents will be able to add their own photos, videos, and comments to the journal. Parent/carers should contact St Paul's Church of England Primary School through the usual channels for any other day-to-day matters, e.g. general, questions, absence, information sharing, etc.

Security

- Staff use an iPad to take photographs, videos, audio, or notes which are uploaded to the Learning Journals. Each staff member has a secure login which is password and pin protected. All iPads are stored in a secure unit on the school site and are not taken home.
- Staff have time daily whereby they can update journals and assess their key children's next steps to support their learning and development. If staff do work on Tapestry at home, they will do this through the Tapestry site. Staff will continue to adhere to all policies and procedures, ensuring data is safe and secure and will not give others access to their device or leave it unattended. Staff must logout as soon as they have stopped working and will not download any documents related to the children.
- If any staff member suspects that their login details have been compromised in any way, they will inform the leadership team immediately and new login details will be created.
- St Paul's Church of England school have a dedicated Tapestry school account.
- Access to information stored on Tapestry can only be gained using an individual unique personal login detail.
- Parents logging into the system are only able to see their own child's Learning Journal.

More information : How Tapestry Works con't

- An agreement and registration form will need to be signed before an account will be set up and access granted.
- The safeguarding of our children is of paramount important to us. All staff adhere to school policies and procedures to ensure this. These include online safety, Data Protection GDPR and Safeguarding.
- Parents agree not to electronically share, by social media or other platforms, any part of their child's Learning Journal (including photographs and videos).
- Information on how St Paul's Church of England School process and protect data can be read in our Data Protection GDPR policy.
- Tapestry, which is a GDPR compliant company, uses a system hosted in the UK on secure servers. These servers conform to very high standards and are proactively managed 24 hours a day by a central security team. You can view Tapestry's Data Protection policy on: www.tapestry-uk.org/privacy-policy
- The parent/carer will be sent an email with their unique individual Id login details and a user guide will then be sent to parents so they can download and set up Tapestry on their devices.

When children leave

When children leave or move to another setting, we will transfer the Tapestry account to the new setting. If they do not use Tapestry, we will email a PDF of their Learning Journal to the setting. This will ensure the school have a record of the child's learning at pre-school and support the next setting to have an overview of the child's stages of learning and development. The child's information and Learning Journey will be permanently deleted from our Tapestry account so that no data on that child will remain with us once they have left St Paul's Church of England School.

