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Dear Parents and Carers

Welcome to Tapestry, an online EYFS (Early Years Foundation Stage) assessment journal, which is a successful way of capturing our observations of your child's learning during the school day. The Tapestry account will be set up for your child where observations will be posted by our Class 1 team during their time in school.

Tapestry online learning journeys allow you to view your child's significant next steps and best moments from their time at school, almost as they happen! We will also link your child's learning to the EYFS profile. This will keep you informed about the areas of learning your child is achieving, including the age band they were working within for the observed activity.

By logging on with a secure username and password, you will be able to access your child's individual journal. Parents are only able to view their own child's record and all information is stored on a highly secure server, which is monitored closely.

Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and 'WOW' moments from home to share with your child at school. You will also be able to share with the Class 1 team the activities that your child has particularly enjoyed. Assessment in the Early Years curriculum relies on a 'whole picture' of your child's development, so your contributions from home life are essential.

As children play in close proximity with their friends, it does not reflect a true picture of their time at school if photographs are only of a single child. Therefore, photographs of your child may appear on their friend's learning journeys.

Online safety is extremely important to us at school and therefore we ask you to read the attached information and to sign the agreement to show that you have read, understood, and agree with our guidelines.

Yours sincerely

Suzanne MacDonald  
Executive Headteacher

## **Online Learning Journey – Parents' Guide**

### **Introduction**

All children in Nursery and Reception have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage. This helps us to build up a record of your child's experiences during their time in school. Tapestry is hosted in the UK on secure servers. You will have secure access (via email address and 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.

### **Where do I start?**

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org/login/> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using the link that was automatically generated and emailed to you by the system.

### **Changing your settings**

#### **On the computer**

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

#### **On iPhone/iPad**

To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

### **Viewing your child's Learning Journey**

Once logged in, you will see your child's observations on your home screen in a list: selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive your feedback. All of the Class 1 team will be involved in uploading observations of your child, including the class teacher and your child's key worker.

### **Adding an entry to your child's Learning Journey**

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Agreed guidelines for accessing and using Tapestry

**Tapestry 'Online Learning Journeys'**

As a parent I will...

- **Not** publish any of my child's observations or photographs on any social media site.
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friend's learning journal account and I may see pictures of my child's friends on my child's personal account.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- I agree to the above guidelines and have read accompanying information sheets.
- I understand that to break any of the above guidelines will result in the withdrawal of my Tapestry access.

Print name:.....

Name of child: .....

Signature:..... Date: .....

If your child already has a Tapestry account from a previous early years setting, please complete the details below so that the accounts can be merged.

Name of Early Years setting: .....

Please detail below the users and email addresses who would like access to your child's learning journey.

Mother: ..... email address: .....

Father: ..... email address: .....