



21st September 2017

Dear Parents/ Carers,

## Tapestry

What is Tapestry?

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum. This enables us to build up a record of your child's experiences during their time with us. Tapestry allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

Tapestry' is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by the school staff that use the system, and yourself using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue).

Your login details with secure password for Tapestry are located within your pack from the curriculum evening. If you could not make the curriculum evening, myself or Mrs Poor will pass these to you. Attached is further support to help you get started depending on the device you are using - iOS Apple, Android or webpage.

All videos, photos and written observation are for **PERSONAL** viewing only. Videos/ Photos/ observations **should not** be posted on any form of social media or reproduced.



Below are some **FAQ**, but please come and speak to us if you need any support/help.

What is Tapestry's website address?

<https://eylj.org/>

How does Tapestry work?

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email and password (which is pre-set by us but can be changed by you to make it more secure). All our staff are given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.

Parents can change their settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own.

Who can access Tapestry?

All children have been allocated 1 parent login. If you require a second parent login please speak to Mrs Ruddock for more details.

Can other relatives join in Tapestry?

You can choose to share your log in details with extended family if you wish, so they can see your child's Learning Journal.

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/> on your computer.



Or if you have an iPhone/iPad please visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile).

If you have an Android/Tablet, search for Tapestry learning journal and download.

**Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.**

What is the PIN setting up for?

When you access Tapestry through mobile phone or tablet, please set a unique PIN when you log in for the first time. This will be required whenever you return to the application or after the screen has locked.

How do I change my 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 Journal – just tick or untick the relevant box if you would like to change this setting.

How do I change my settings on iPhone/iPad/Android?

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

How can I view my child's Learning Journals?

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 such comments!

How do I know that my child's Learning Journal has been updated?

The system will automatically send you an email when an observation for your child has been added.

How do I add an entry to my child's Learning Journal.

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad/Android) 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'.

Who can access my Child's Learning Journal?

The school has access to all of the children's Learning Journals. The only other people that can see your child's account will be yourselves and anyone that you share your log in details with, such as Grandparents etc. If your child is featured in a group observation, their photo may appear in another child's Learning Journal.

We really hope that you enjoy using Tapestry and that it helps to keep you feeling informed about your child's learning. If you have any questions or problems using Tapestry then please let us know.

Yours sincerely

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