



### **A Parents' Guide to using Tapestry**

Tapestry is an online learning journey which allows communication between parents and teachers.

The Tapestry system is hosted on a **secure**, dedicated server based in the U.K. Information and images of your child will not be shared with outside agencies or other parents. The only people able to access their online Learning Journal are members of the Early Years staff and yourself.

Any observations staff complete will still be added to the paper copy Learning Journey kept in Nursery. This will contain lots of evidence of their progress - such as pictures, observations, scribed comments etc. It is a lovely record of your child's time with us and parents have treasured these in the past. The online system will allow you to take photos and share moments with us that we can use to build up a complete picture of your child. This could be a wow moment such as they have learnt to ride their bike with no stabilisers, some photographs of a new baby or pet in the family or some information about a holiday or day trip. This is replacing the wow books which some of you with older children might remember.

If you do not have access to the internet please let us know.

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

We need to collect your email addresses on the attached return form.

Once your email address has been registered to your child's account you will receive an email and will be asked to access the Tapestry website to gain entry to your child's Learning Journey.

Your registered email address is the email address you gave to us - your initial password will be emailed to this address.

We strongly recommend that you change your password on your first visit to something memorable. We do not take responsibility for recording, or have knowledge of your password so please make a note of it.

A screenshot of the Tapestry login page. The page has a light blue background with a white central box. At the top of the white box is the Tapestry logo. Below the logo, the text "Tattenhall Park Primary School" is displayed. A light blue banner contains the message "You have been logged out" and "For extra security you may wish to quit your browser (why?)". Below this are two input fields: "Email address" and "Password". A blue "Log in" button is positioned below the password field. At the bottom of the white box, there is a link "Having trouble logging in?" and a footer that says "Powered by TAPESTRY ONLINE LEARNING JOURNAL". The entire screenshot is framed by a blue border with green grass at the bottom.

As a parent/carer you can choose who also has access to your child's Learning Journey at any time. If you would like to add additional email addresses for both parents, please let us know.

### **Changing my settings:**

#### **On the computer**

To access your child's Learning Journey please visit <https://eylj.org/login/> on your computer or if you have an iphone or ipad, visit the itunes store and download the 'Tapestry Mobile' app from the Education section (free of charge). For Android, visit 'Google Play Store' and download 'Tapestry Mobile'.

At the top right of your screen you will see your name, 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.

#### **On mobile/tablet**

To change your settings on the mobile/tablet app, click the 'you' button on the top left hand side of the application. This enables you to change password and/or email address.)

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

Choose the 'Add Observation' option (or the 'plus' icon on your mobile/tablet) and add the relevant information into the boxes on the 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 the 'Obs' tab or clicking on the Tapestry logo (on the cloud, top left corner).

**If you have any problems, please speak to one of us at the start or end of the day; we will be more than happy to help.**

We hope that you will embrace the opportunity to upload and contribute evidence of your child's learning too. If we experience another lockdown we will use Tapestry to set activities. Parents can then send pictures and comments and we can respond. This worked very well last time. If a child is quarantined, we can upload activities which are planned for nursery for the week.

If you have any issues registering and using Tapestry, please do not hesitate to contact us.

Also, please don't forget to look on the school website nursery page where you will find the termly newsletter.

Kind regards,

Mrs Edwards      Mrs Ellam      Mrs Heath

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Please return this form to school.

I can confirm I have read the Tapestry information sheet.

I understand that I cannot share any images uploaded by the staff onto your child's learning journey on any social media and will adhere to this policy.

I am happy for my child to appear in other children's online learning journey.

Signature/Name

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My child's name is

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The email address that you would like to access Tapestry with