

A Parents' Guide to using Tapestry

Introduction

All children attending St. Michael Catholic Nursery School now have a personal online Learning Journey which records photos, observations and comments in line with the Early Years Foundation Stage curriculum. This enables us to build up a record to help assess your child's progress and each child's learning and achievements during their time with us.

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 Nursery staff and yourself.

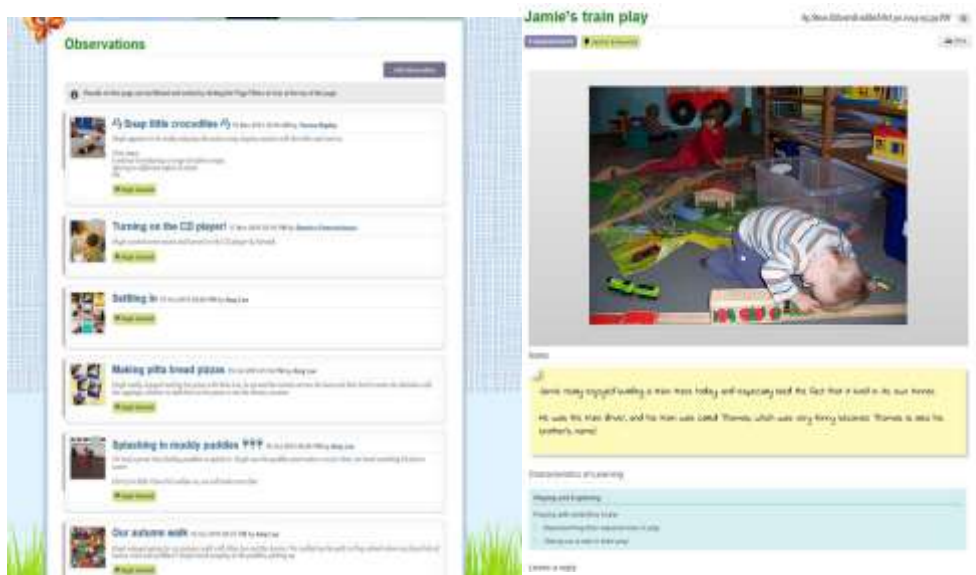
Your child will continue to have a green ring binder folder kept in Nursery which will contain other evidence of their progress – such as pictures, collages, painting etc too which will run alongside their online Learning Journey. All physical work which supports assessments will be stored here.

You will have password protected access to your child's online Learning Journey and we encourage you to contribute information and evidence of your child too by uploading photos, videos and comments of their learning development and experiences. We want Tapestry to be exactly that – a woven blend of information and evidence from Nursery and home about your child, their abilities and progress made. It also has the added benefit which IT offers to give instant access in a paperless instance. You are also able to comment on observations made by the staff in the Nursery too.

When viewing your child's Learning Journal you will see a list of observations for you to click on. (See image)

Once you have clicked on one you will be able to read a short paragraph (See image) about different the activity your child completed which enabled us to make a judgement against the EYFS curriculum about

them. If it is an observation of your child as an individual there might be a supporting picture or video clip for you to view too. If your child took part in a group activity for privacy reasons you will not be able to view the supporting picture or video clip.



We ask you not to share any images uploaded by staff onto your child's Learning Journey on any social medias and trust you adhere to this policy.

If you do not have access to the internet we are able to download and print your child's online Tapestry Learning Journey as a pdf file.

Where do I start?

Sign your consent slip and provide your email address to Mrs Davis. Mrs Tillotson will process your email address and register your account.

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 give to us on the permissions slip – 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.

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, grandparents etc, please complete an additional email request slip.

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 'TapestryMobile' app from the Education section (free of charge). There is currently an android app in the making; we will notify you when it is up and running.

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.

You also have the option to request an email to be sent to you whenever a new observation is added to your child's Learning Journey – just tick the relevant box if you would like to add this function. Please note that you will only receive notifications when new observations are added, not when replies to comments from parent or staff members are posted.

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 my child's Learning Journey

You will see your child's observations on your 'Obs' tab (home screen) – 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. This is not compulsory.

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) 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 Lanterns logo (on the cloud, top left corner).

If you have any problems please email rtilotson@st-michaels.surrey.sch.uk

Please note:

The online Learning Journey is to be used to record your child's learning and achievements. It is not to be used as a general communication tool between Nursery and home. Class teachers will check weekly for parent replies and comments. They will then respond or pass onto the relevant Key Person. If you require an immediate response to an issue please speak directly to your Class Teacher or Key Person as usual at drop off or pick up time. As these times can be busy please feel free to book an appointment in advance.

We ask that you use the Tapestry in a professional manner, with respect for staff at all times and ensure that you use professional language when uploading evidence and writing comments.



We sincerely hope that you find using Tapestry a liberating way to access knowledge of your child's achievements and progress. We hope that you will embrace the opportunity to upload and contribute evidence of your child's learning too. We would like you to contribute evidence in replacement of the yellow paper slips. In line with the yellow paper slips we would like regular contributions from you whenever your child achieves something which you would class as a 'wow' moment for example riding their bike for the first time or achieving a swimming badge. We will aim to update at least one observation of your child to their Learning Journal a week and would like you to contribute at least one per half term (6 weeks).

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

Kind regards

Mrs Davis – Class Teacher

cdavis@st-michaels.surrey.sch.uk

&

Mrs Tillotson – EYFS Leader and Assistant Headteacher

rtillotson@st-michaels.surrey.sch.uk



Tapestry Parent Slip:

I give permission for St. Michael Catholic Nursery School to use Tapestry to record a secure online Learning Journey for

..... (name of child).

The e-mail address I would like to link with the account so I have access to my child's Learning

Journey is

.....

(provide your e-mail address)

OR

If you do not have access to e-mail/internet please tick this box and you will be able to view your child's Learning Journey either as a paper copy or using school equipment during specific times throughout the year.

ADDITIONAL EMAILS REQUEST

Name of carer :

.....

Relationship to child :

Email address :

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