



20 September 2016



Dear Parents/Carers,

Tapestry 'Online Learning Journeys'

We are very pleased to announce that from September 2016 we will be introducing new online learning journeys!

Using a piece of educational software called 'Tapestry' every child will have their own individual learning journal. By logging on with a secure username and password you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely.

Tapestry online learning journeys allow you to view your child's observations and photographs from their time in reception, almost as they happen!

We know how much your children like to bring home their work to show you. Therefore, any work to be included on their learning journal will be photographed and added with an explanation of the learning that took place.

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. You will also be able to share activities that your child has particularly enjoyed.

Because children play in close proximity with their friends they may appear in in each other observations. You will not be able to view photographs that are of more than a single child due to parent permissions. E-safety is extremely important to us at therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines.

Yours sincerely

S Reed
Early Years and Year 1 Lead



Agreed guidelines for accessing and using
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 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.

Print name: _____

Name of child: _____

Signature: _____ Date: _____

Email: _____

By signing and returning this form and providing us with an e mail address you agree to us creating a Tapestry online learning journey for your child.



Online Learning Journey – Parents' Guide



Introduction

All children have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which 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. You will be sent an invite link. Go to <https://tapestryjournal.com> 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 TapestryMobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

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 my 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 such comments!

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 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'.

Please update your child's about me section

We like to hear about your child, please complete the about me section for your child.

We look forward to sharing your child's experiences with you.