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Tapestry information and agreement

Tapestry is a system which is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey tool. The benefits of this being on-line, is that parents and carers can also have secure access (via a website which you login to using your email address and a password) to their child's Learning Journey. In addition to viewing our contributions, we encourage parents and carers to add to it by uploading photos and comments, or commenting on observations made by us.

We have our own secure Tapestry website and once you have confirmed your email address, we will be able to set up your user account. We will give you information on how to view/use your child's Learning Journey. Please note each parent only has access to their own child's Learning Journey.

We are delighted that we are able to make Tapestry available to parents and carers. However, we can only do this when we have received a completed agreement form. Often observation photographs include more than one child because they are working or playing together. Parents must make sure they inform us if they do not wish their child's image to be seen in group photos in any other child's learning journey.

Guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will:

- Not publish any of my child's observations, photographs or videos on any social media site
- Understand that my child's image may be in another child's profile if they are engaged in the same activity. This image will not be shared by the other parent (please see above point)
- Keep the login details within my trusted family
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey or if I have any concern regarding any observation made.

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, to build up a record of your child's experiences during their time in Reception. This system 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.

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; this 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 in order to record children's achievements and assess 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 which they can view and add any comments of their own.

Who can access Tapestry?

As parents/carers you both can access Tapestry by letting school know any e-mail addresses that you wish to link with the system (limited to 2 per child).

Can other relatives join in Tapestry?

You can choose to share your log in details with extended family if you wish, so that 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://tapestryjournal.com/> 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 set 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 un-tick 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. If your child is featured in a group observation, their photo may appear in another child's Learning Journal. If you do not want your child's photo to be visible in anyone else's account then please let us know.