



Parent's guide to 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, to build up a record of your child's experiences during their time in the EYFS at St. Luke's. 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.

What is Tapestry's website address?

www.tapestryjournal.com

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 of 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.

What is the PIN set up for?

When you access Tapestry through a 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 your password and/or email address.

How can I view my child's Learning Journal?

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. Tapestry is used to document new learning and achievements.

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 EYFS at St. Luke's 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.