



***‘Spurring each other on with love’***

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Dear Parents and Carers,

In the Foundation Stage, we use the online learning journey ‘Tapestry’. Every child has 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 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. These are then celebrated and shared as a class.

Because children play in close proximity with their friends, it does not reflect a true picture of their time at school if photographs are only of a single child. Therefore, photographs of your child may appear on other children’s learning journeys.

If you have any questions, please contact your child’s classteacher.

Yours sincerely,

The Foundation Stage Team



## **Online Learning Journey – Parents’ Guide**

### **Introduction**

All Foundation 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?**

We have already set up an account for you using the email address you have previously given the school. You will receive an e-mail this week with instructions on how to set up your account. You can download an app onto your phone (search tapestry mobile) for ease of use.

### **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 phone/tablet**

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’.

**Let us know how you get on!**

