

## Tapestry – An Online Learning Journal

Dear Parents and Carers,

Within Early Years at Archibald we use an online system of recording your child's learning in Nursery and Reception, and all children in Early Years have an electronic Learning Journal set up when they join us.

Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone. We have chosen this company because they are a secure and also exciting way of keeping track of your child's development and their time with us.

Using Tapestry, we are able to instantly upload photos, videos and observations of your children.

### **New Home Access**

Whilst we have used Tapestry in school, we are very excited about introducing this system for our families to access and use from home. Using a given email address, an email alert is then sent out to you to inform you that something new has been added to your child's Learning Journal. You are then able to log on and view what your child has been up to.

### **Safeguarding**

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by school staff that use the system, and by yourself using your own log on. **You will only have access to your child's own book and this cannot be seen by other parents.**

However, children in the class will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals.

As always, we ask that you protect the images of your own and other people's children by viewing and using them carefully. It is crucial that you do not share photos or videos from your child's book which feature other children on social media or through other online platforms. This is a key statement within our Acceptable Use Agreement which must be signed by all new families to school.

## **Parent Observations and Comments**

An additional feature of this system is that you can instantly add your own comments to entries as well as uploading observations of your children outside of school time.

In order for this feature to be enabled, we are asking each family to attend a meeting on September 12<sup>th</sup> 2018 to learn how to use Tapestry in the best possible way by uploading suitable observations. Most importantly this meeting will cover the essential element of safeguarding. **Only families who attend the training and complete the attached form will be able to upload their own observations and comments.**

Only 1 meeting must be attended:

**Wednesday 12<sup>th</sup> September 9-10am**

**OR**

**Wednesday 12<sup>th</sup> September 6-7pm**

Please note that both events are for parents and carers only. They are not suitable for children to attend.

## **Points to Note**

Observations on Tapestry are only one part of the teaching and learning that takes place in the Early Years Unit. Therefore observations will not be uploaded daily; Staff make observations each and every day whilst they are working and playing with the children. They then work to upload these throughout the half term. This means that there may be a waiting period between email alerts.

On the back of this letter you will find some Frequently Asked Questions about the system. I would also like to signpost you to Tapestry's website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

You will be given your account details in September following the parents meetings.

If you have any further questions please do not hesitate to contact me.

Kind regards

## **Frequently Asked Questions**

### **Why use an online system?**

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

### **How do I get onto the system?**

If you consent to us using Tapestry for your child, school will set up an account for you and provide you with log on details.

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>

It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

### **I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?**

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key worker to come into school. You will be provided with access to your child's account and support if needed.

### **I am not very confident with computers or the Internet. How can I access Tapestry?**

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

### **Why do you need my email address?**

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.



**Tapestry - An Online Learning Journal**  
**Permission Slip**

**Child's Name:** \_\_\_\_\_

**I / we understand that my child will have an electronic Learning Journey set up on Tapestry as they join Archibald First School.**

**I / we understand that images of my child will be uploaded to the Learning Journey as a way of documenting their progress, achievements and important events.**

**I / we would like to be able to view my child's Learning Journal from home.**

The email address I / we wish to use for my/our Tapestry account is:

\_\_\_\_\_

**I / we give permission for my child's photo to appear in any group photos used in Learning Journeys.**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**I / we agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey that feature other children's images or video.**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**This information will be recorded on your child's records and will continue to apply throughout your child's time in Early Years at Archibald First School. If you wish to make any amendments please do not hesitate to complete a new form or to contact school in writing.**



### **Tapestry Meeting: Wednesday 12<sup>th</sup> September**

The purpose of this meeting is to support parents and carers with the use of Tapestry at home as a means of home school communication sharing a child's learning and development.

As explained, a key feature of Tapestry is to be able to instantly add your own comments to entries as well as uploading observations of your children outside of school time.

In order for this feature to be enabled, Archibald First School is asking each family to attend a meeting to learn how to use Tapestry in the best possible way by uploading suitable observations. Most importantly this meeting will cover the essential element of safeguarding.

**I / we understand that only families who attend the training and complete the attached form will be able to upload their own observations and comments.**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**I / we are able to attend the meeting regarding Tapestry on Wednesday 12<sup>th</sup> September**

**I / we will attend the meeting on:**

**Wednesday 12<sup>th</sup> September 9-10am**

**OR**

**Wednesday 12<sup>th</sup> September 6-7pm**

**I / we will require \_\_\_\_\_ seats.**