Dear Parents/Carers

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

**Introduction**
All children in Foundation Stage at Fairfield Community Primary School will have a paper and 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.

This year we are going to use Tapestry, an online system, which is hosted on secure servers in the EU. You will have a 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 signed the permission slip and given us an email address, the office will set up an account for you.

Once you have set yourself a password and PIN from the activation email, please go to [https://tapestryjournal.com](https://tapestryjournal.com) on your computer and log into your Tapestry account. You're also able to download the Tapestry App for your device: If you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry) or if you have an android device, then you may download the android app from the Google Play Store.

**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. Staff will be placing their observations on Tapestry and in their paper Learning Journey. Staff will aim to post at least one observation a week on Tapestry. If you do not have
access to the internet we can arrange for a mutually convenient time for you to access your child’s Learning Journey in school.

**Safeguarding**
The safeguarding of our children is very important to us. Everything that is added to Tapestry will only be viewed by school staff using the program, and also yourself, using your own log on. You will only have access to your child’s own learning journal and this cannot be seen by other parents. It is crucial that you do not share photos or videos from your child’s learning journal on social media or through other online platforms. Any incidents where this confidentiality is broken will result in your access to the system being withdrawn.

**Contributing to your child’s Learning Journey**
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 note:**
This online Learning Journey is to be used to record your child’s learning and Achievements both at school and at home. It is not to be used as a general communication tool. Staff will regularly look for any comments on entries or posts from home to help them build a picture of your child’s achievements and progress but they will not be allowed to respond via tapestry.

We ask that you use the Tapestry in a professional manner, with respect for staff at all times and ensure that you use professional language when uploading evidence and writing comments.

If you have any issues registering and using Tapestry, please do not hesitate to contact me.

We are very excited about introducing this system to our school and would like you to find out more about it too. Below 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](http://eyfs.info/tapestry-info/introduction)

You will find the permission slip on the last page, which needs to be returned to Mrs Harrison by **Friday 1st November** as we cannot start using tapestry until all of them have been returned. Once all the permission slips have been received you will be sent an activation e-mail from Tapestry.
Thank you for your support
Mrs Harrison
Assistant Head/FS Leader

**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: [https://tapestryjournal.com](https://tapestryjournal.com)
For more information on Tapestry visit: [http://eyfs.info/tapestry-info/introduction](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 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 Foundation Stage 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.
Permission Slip for Tapestry - An Online Learning Journal

Child’s Name: ____________________________

<table>
<thead>
<tr>
<th>Please tick/cross to indicate whether you give permission for each statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I give permission for an online Tapestry Learning Journey to be created and maintained for my child.</td>
</tr>
<tr>
<td>I give permission for my child’s photo to appear in any group photos used in another pupil’s online Learning Journey.</td>
</tr>
<tr>
<td>I give permission for my child’s photo to appear in any group photos used in another pupil’s paper Learning Journeys or maths/literacy book, which they will be able to take home next year.</td>
</tr>
<tr>
<td>I agree not to electronically share, by social media or other platforms, any part of my child’s Learning Journey. I understand that any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.</td>
</tr>
</tbody>
</table>

The email address I wish to use for my Tapestry account is: ____________________________________

Parent/Carer signature: ____________________________

Date: ____________________________