

Dear Parents and Carers,

At Western we use an online learning journey called Tapestry. You will consent for us to use Tapestry via the school's Arbour management system. We also ask that, as with any other personal data online, you keep knowledge of your password private and share it only with family members you are happy to view your child's journal. We politely ask that you do not take photos off Tapestry and place on social media. You can change your password at any time. If you have any further questions, please speak to one of the early years team and they will be happy to help you.

What is Tapestry?

Tapestry is an 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 with us. This system allows us to work with parents and carers to share information and record the children's play and learning inside and outside the classroom.

What is Tapestry's website address?

<http://eylj.org/>

How does the Tapestry system work?

Tapestry provides each individual child with their own learning journal held online. Parents and carers are given their own log-in using their e-mail and are guided to set up a secure password. All our class based staff are given secure pin log-in numbers. They can record and assess children linked to the EYFS curriculum using notes, photos or video media. Once saved and completed, each observation is checked and approved by the class teacher. An email will be sent automatically to parents/ carers informing them that an observation has been added. Parents will then be able to view the observation and add their own comments to it if they wish.

Who can access Tapestry?

As parents/ carers only you and the teaching staff can access Tapestry by using an email address and secure password of your choosing to link with the system. If, as the child's parents, you wish to each have a separate e-mail access to your child's learning journey, please write both e-mail addresses on the reply slip. You will be the only person to know the password you have set, unless you choose to share this with other family members.

Where do I start?

Once you have consented to using Tapestry on-line on the Arbor system, we will set up an account for you. Follow the link which will be sent to your e-mail or go to <http://eylj.org/> on your computer.

If you have an **i-phone or i-pad**, you can visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry mobile).

<http://itunes.apple.com/tr/app/tapestry-mobile-online-learning/id583394125?mt=8>

If you have an Android Tablet, search for Tapestry learning journal app.

https://play.google.com/store/apps/details?id=com.fsf.tapestrymobile&hl=en_GB

Login using your email address and the password set up.

What is the PIN setting up for?

When you access Tapestry through a mobile phone or tablet, please set a unique PIN when you log into it 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 e-mail address and password.

You also have the option to receive an e-mail 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.

How do I change my settings on iPhone/iPad and Android?

To change your settings on the iPhone/ iPad/Android app, click the 'gear' button on the top right hand side of the application. This enables you to change the password and/or e-mail address.

How can I view my child's learning journal?

Once logged in, you will see your child's observations on your home screen 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; all comments will be welcome!

How do I know that my child's learning journey 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 the 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'.