

Parents' Guide to Tapestry

Introduction

All children in reception at West Heath Primary School have a personal online Learning Journey which records photos, observations and comments in line with the Early Years Foundation Stage. This enables us to build up a record of each child's learning and achievements during their time in reception, which we reference to the EYFS profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity.

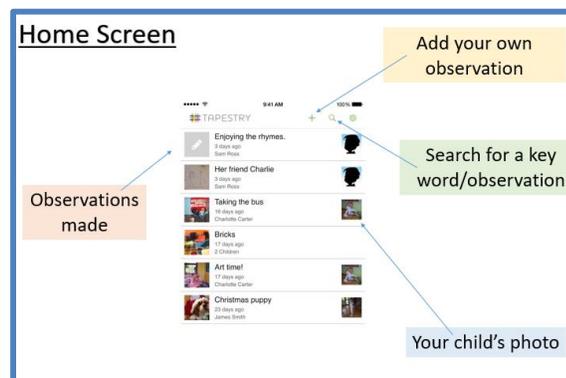
We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK. You will have password protected access to your child's online Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments of their learning development and experiences at home. You are also able to like and/or comment on observations made by West Heath staff.

Observations by Staff

At West Heath we use Tapestry as one of several forms of assessment. We observe and record key moments in your child's development.

This is a quick outline of how we do this for your information.

1. We write a record of what we saw your child do.
2. We try to quote the child accurately using the exact language that he/she used.
3. Sometimes we also note the progress or comment on the learning demonstrated.
4. Sometimes we will write next steps so you know what to focus on with your child at home.



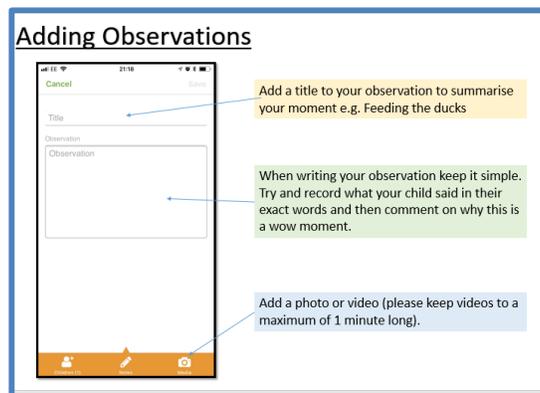
Commenting on Observations by Staff

When you read the observations by staff there is an option for you to leave a reply. Perhaps your child has done something similar at home or is showing particular interest in the topic of the observation - if so we would love to hear about it. e.g. 'X loved talking about this painting at home and could tell us how she mixed the colours to make orange'.

Observations by Parents

One of the fantastic features of Tapestry is that parents can also add observations/wow moments from home to your child's journal. This is a great way of supporting us in assessing your child outside the school environment, it also provides us with opportunities to celebrate any achievements your child has made at home. Staff follow the guidelines above to ensure that the observations we make are purposeful and detailed, in a similar way we would appreciate it if you could follow the guidelines below.

1. Add a title to your observation to summarise your moment e.g. Feeding the ducks
2. When writing your observation keep it simple. Try and record what your child said in their exact words and then comment on why this is a wow moment e.g. 'X was excited to feed the ducks, she said "Look that duck is big than that duck". X is starting to point out the differences between different objects.' 'X went to her cousin's birthday party, she spent lots of time bouncing on the trampoline without help and taught her cousin how to jump and turn around at the same time.'
3. If you wish, then you can then add a photo or video to your observation (please keep videos to a maximum of 1 minute long).

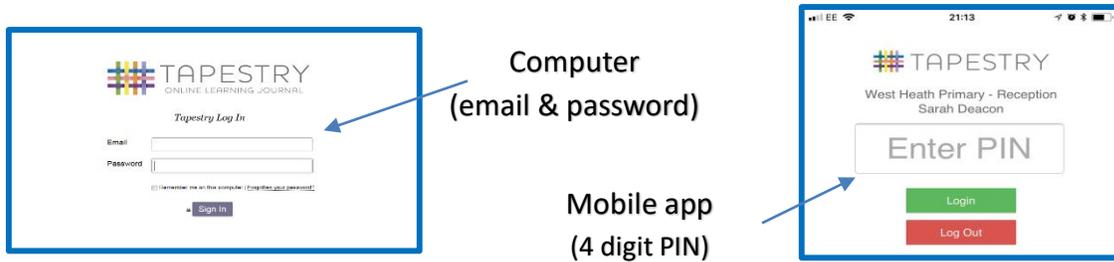


Remember:

- Any publishing of staff observations from Tapestry onto social media is strictly prohibited.
- Contact a member of staff if you are unsure about how to use any of the Tapestry features.
- Celebrate your child's development by sharing the learning journal with them at home, we are sure your child would love to talk about what they have been learning at school.
- We will be especially interested to hear about your child's progress in relation to targets we set and share with you.

Where do I start?

Once you have given us a valid email address, we will set up an account for you. Go to <https://eylj.org/login/> on your computer or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry Mobile app from the Education section (free of charge). If you have an Android, visit Google play and search Tapestry Mobile. You will be able to use both the browser and the app.



You will need to set up an account by using the email address you have provided to us and creating a password to gain entry to your child's Learning Journey. You will also be asked to create a 4 digit pin as a quicker way to access your account.

As a parent/carer you can choose who also has access to your child's Learning Journey at any time. If you would like to add additional email addresses for both parents, grandparents etc, please complete the additional email section on the attached permissions slip.

Changing my settings:

On the computer

At the top right of your screen you will see your name, 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, password and PIN.

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 your email address, password and PIN.

Please note:

The online learning journey is used to record your child's learning and achievements. It is not to be used as a general communication tool between school and home. If you require an immediate response, please speak directly to your teacher at drop off or pick up time or write in your child's planner.



Tapestry Parent Information Slip



Name of Child:.....

Name of Parent/Carer:

First Name:..... Surname:.....

Relationship to child:.....

Email address:.....

(Please clearly print your e-mail address)

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's Learning Journey as a paper copy at the end of each half term.

Additional e-mails (Please print clearly)

Name: Relationship to child :

E-mail address :

Name: Relationship to child :

E-mail address :

Name: Relationship to child :

E-mail address :



Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'



As a parent I will...

- **Not** publish any of my child's observations or photographs on any social media site.
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the above guidelines and have read accompanying information sheets.

Signature..... Date.....

Print name.....

Name of child.....