



Crooked Billet Street, Morton, Gainsborough, Lincolnshire, DN21 3AH
Telephone: 01427 613472 enquiries@mortontrentside.lincs.sch.uk

Tapestry Online Learning Journal

What is Tapestry?

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage (EYFS) 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 in and outside of the classroom.

How does Tapestry work?

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email and password. All of our staff are given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.

Who can access Tapestry?

As parents/carers you both can access Tapestry by letting EYFS staff know any e-mail addresses that you wish to link with the system. If your child attends another setting such as another Nursery or child minder you can request that they are also given access to your child's Tapestry account. We would need your written consent along with their email address to do this.

Can other relatives join Tapestry?

You can choose to share your log in details with extended family if you wish, so they can see your child's Learning Journal.

What is the PIN set up for?

When you access Tapestry through a mobile phone or tablet, please set a unique PIN when you log in for the first time. This will be required whenever you return to the application or after the screen has locked.



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How can I view my child's Learning Journal?

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!

How do I know that my child's Learning Journal has been updated?

The system will automatically send you an email when an observation for your child has been added. Please note that the EYFS staff do not use Tapestry as a daily diary of your child's EYFS sessions, Tapestry is used to document new learning and achievements.

Who can access my Child's Learning Journal?

EYFS staff have access to all of the children's Learning Journals. The only other people that can see your child's account will be yourselves and anyone that you share your log in details with, such as Grandparents etc. If your child is featured in a group observation, their photo may appear in another child's Learning Journal. Please let a member of the EYFS know if you would prefer your child NOT to feature in other children's observations.

Observations by EYFS staff

EYFS staff 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.



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).
4. Commenting on observations by EYFS staff - When you read the observations by EYFS 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. If we have written a next step then you can also reply to the observation telling us about how your child got on at home e.g. 'X loved talking about this painting at home and could tell us how she mixed the colours to make orange'.
5. 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.
6. Please don't worry about how many your child has. We record moments that are important to them individually. There is no expectation on the amount of observations that should be added.
7. Please keep an eye on the class page of our website as there are lots of ideas that you could do together at home that you could record on Tapestry.

Remember: Any publishing of staff observations from Tapestry onto social media is strictly prohibited.



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How to use Tapestry

1. On a PC/Laptop go to the web address <https://evlj.org>.
On iPhone/iPad or Android visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile).
2. Type in your email address as the username.
3. Type in your password.
4. On iPad, iPhone or Android you will be prompted to create a 4 digit pin number. This will be required to get back into tapestry whenever the application times out e.g. when you swap to other apps or lock the screen.
5. You should immediately see all the observations for your child. You can click on each observation from the home screen or you can flick through using the arrows on the right and left after you have clicked on the first observation.

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 top right hand side of the application.

On Android

To change your settings on Android, click the 3 dots at the top right hand side of the application (next to magnifying glass).

How to comment on an observation made by EYFS staff

1. Log in to Tapestry.
2. When you have logged in, click on the title of the observation you wish to view/comment on.
3. At the bottom of the screen you will find a reply box. Simply click in the box and type your reply. Click 'add reply' to save.
4. When you have added your reply, it will show up on the bottom of the observation.



How to add an observation from home

1. Log in to tapestry.
2. In the home screen, click on Add Observation.
3. Select your child's name from the dropdown box. Give the observation a title and write in your notes.
4. To upload a picture or video, click Add files, and then click upload media.
5. Finally, click 'save' to complete your observation and add it to your child's online journal.

Please don't hesitate to contact a member of staff if you are unsure about how to use any of the Tapestry features.

Mrs Mitchell EYFS Lead
Mrs Lindsay Preschool Lead

