



## Parents' Guide to Tapestry

### Introduction

All children attending Nursery and Reception class at Leavening Community 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 with us.

We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK. We are now inviting parents/carers to not only view this learning journey but to contribute to it with what you do at home. We feel that this will enhance the profile in terms of assessing and capturing the whole child, not just what we see in school.

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 comment on observations made by our staff.

If you do not have access to the internet at home or work we can provide access to a school laptop that can be used to view your child's Learning Journey.

Please complete and return the attached permissions form to let us know if you will be able to use the online system.

### Where do I start?

Once you have signed and returned your permission slip and consent form your child's learning journal will be set up as well as your parent accounts. You will be emailed, using the email addresses provided, with a link to the Tapestry log on page, your username (which is your email address) and your password. We strongly recommend that you change your password on your first visit. You can also find a link to the Tapestry log on page on our website under EYFS / Tapestry.

The Tapestry app is free of charge and available from iTunes and Google Play for both iPhones and Android phones. Specific user guides are available and can be emailed to you in PDF format or as a hard copy upon request.



# Tapestry Policy

## Statement of intent

At **Leavening Community Primary School and nursery** we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

## Safety and security

Staff use tablets to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure cupboard at pre-school and may only be taken home by staff members for specific reasons and with the express consent of management.

Staff will be allocated time at work to update journals and assess their key children's next steps. This will be managed by the EYFS leader.

A dedicated Ipad is provided for this. This will remain in a secure location at school. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school managers and new login details will be created.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by the school; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by a member of staff.

## Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photo's, and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

## Parents without internet

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

**Date of policy- February 2019**

Signed by *S.Mitchell*

This policy was reviewed on : February 2020





**Tapestry Permission Slip**

I give permission for **Leavening Community Primary School** to create an online Tapestry Learning Journey for ..... (name of child).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is ..... (provide 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 either as a paper copy or using school equipment during specific times throughout the year.

**ADDITIONAL EMAILS**

Name of carer :  
Email address :

Relationship to child :

Name of carer :  
Email address :

Relationship to child :

Name of carer :  
Email address :

Relationship to child :

## **Changing my settings in Tapestry :**

### **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 and password.

You also have the option to request an email to be sent to you whenever a new observation is added to your child's Learning Journey - just tick the relevant box if you would like to add this function. Please note that you will only receive notifications when new observations are added, not when replies to comments from parent or staff members are posted.

### **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**

You will see your child's observations on your 'Obs' tab (home screen) - 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.

You can display all entries or entries for particular timeframes or media types by using the drop-down tabs on your Observations screen.

### **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 into 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 the 'Obs' tab or clicking on the Lanterns logo (on the cloud, top left corner).

**If you have any problems please ask us.**

**We recommend that you read the Learning Journeys (Tapestry) Policy available on our website.**

### **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 and is not monitored on a daily basis. Class teachers will check weekly for parent replies and comments. They will then respond or pass onto the relevant key person. If you require an immediate response please therefore speak directly to us at drop off or pick up time.