

TAPESTRY  
ONLINE LEARNING  
JOURNAL

**Wainwright Primary  
Academy  
Parent's Guide**



## **What is Tapestry?**

Tapestry is a secure 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 in and outside of the classroom.

## **What is Tapestry's website address?**

<https://tapestry.info/index.html/>

## **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 (which is pre-set by us but can be changed by you to make it more secure). All 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.

Parents can change their settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own.

## **Who can access Tapestry?**

As parents/carers you both can access Tapestry by letting Nursery & Reception know any e-mail addresses that you wish to link with the system (limited to 2 per child).

## **Can other relatives join in 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.

## Where do I start?

Once you have given us an email address, we will set up an account for you. Go to the Tapestry website on your computer.



Or if you have an iPhone/iPad please visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile).

If you have an Android/Tablet, search for Tapestry learning journal and download.

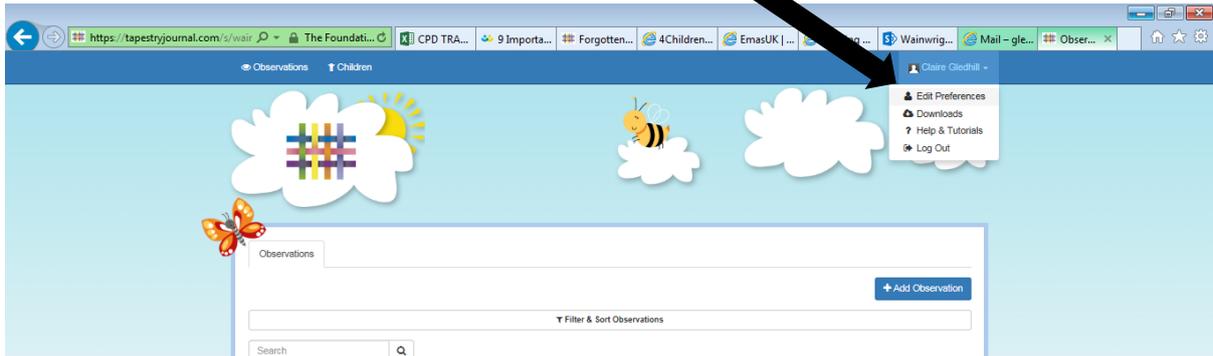
You will be sent an email from the Tapestry website when we create you an account. This will ask you to verify a password for the account and a pin number so that you are able to log in.

## What is the PIN setting up for?

When you access Tapestry through 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.

## 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 email address and password.



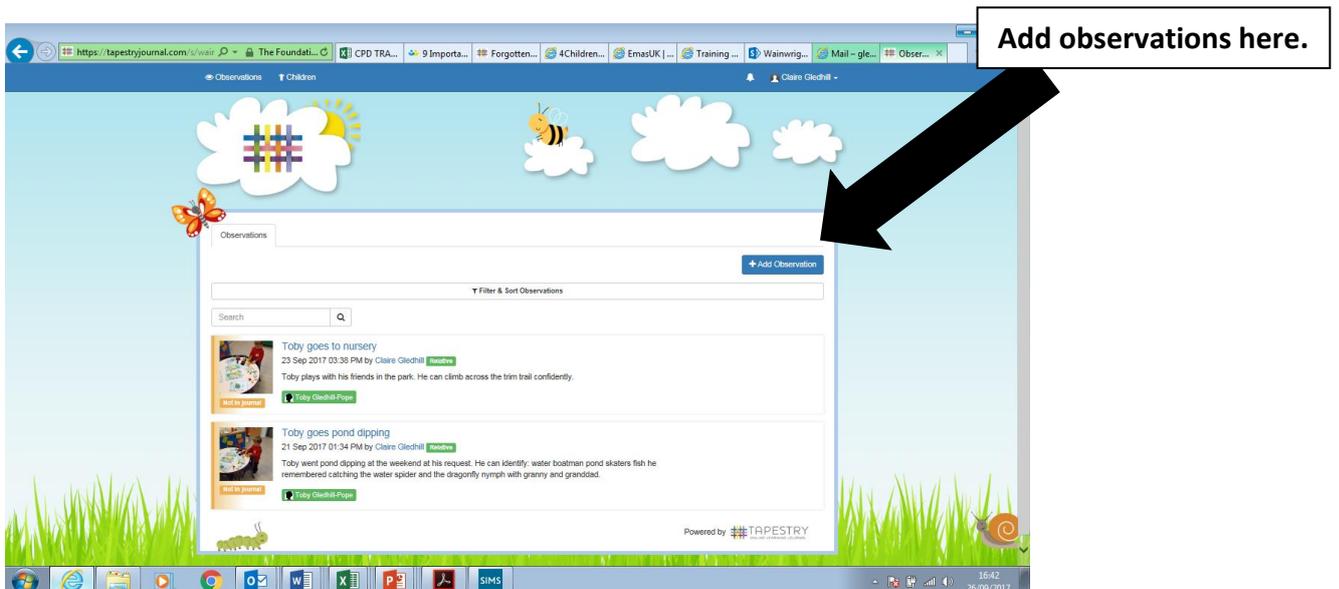
You also have the option to receive an email whenever a new observation is added to your child's Learning Journal - just tick or untick the relevant box if you would like to change this setting.

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

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

### How can I view my child's Learning Journals?

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 your comments!

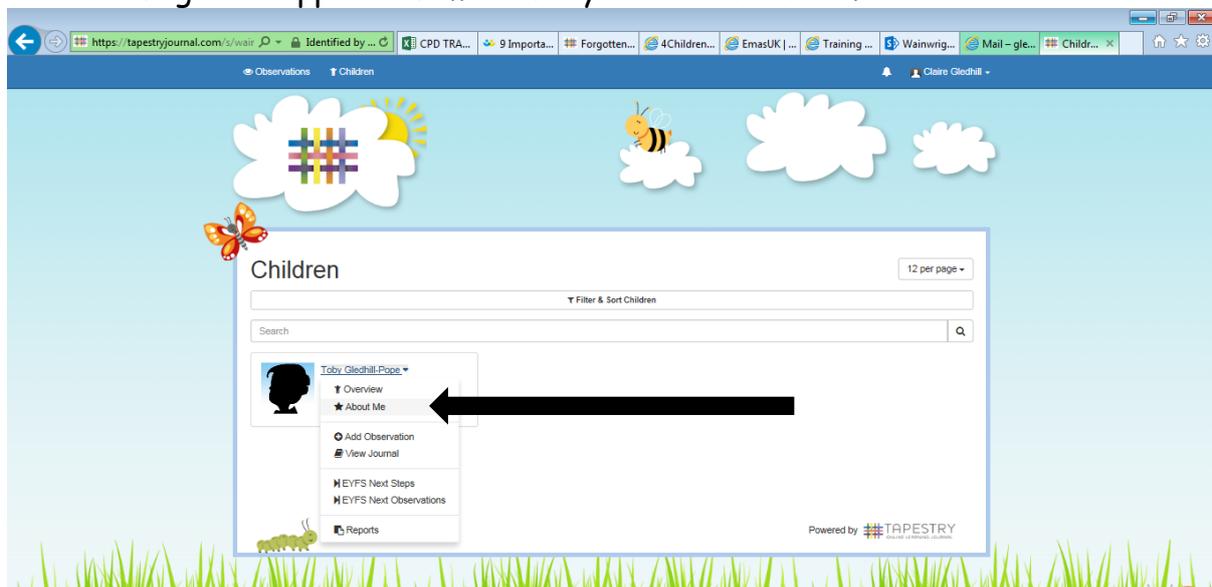


## How do I know that my child's Learning Journal has been updated?

The system will automatically send you an email when an observation for your child has been added.

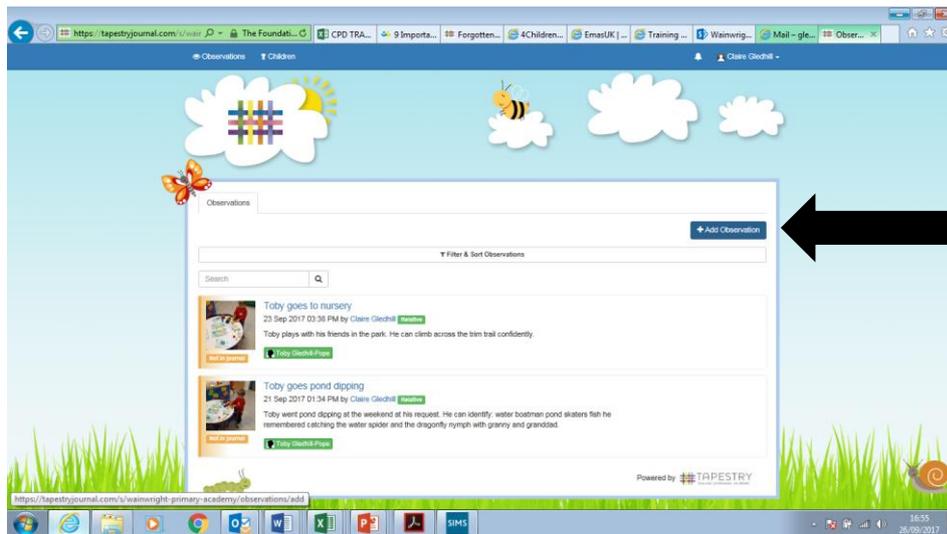
## How do I add information about my child so that their teacher knows what they are like at home?

We would like to know more about your child and family, interests, likes and dislikes, including food and also information about their health and development and toilet routines. This will give us a detailed picture so that we are able tailor our teaching and support them with any additional needs.

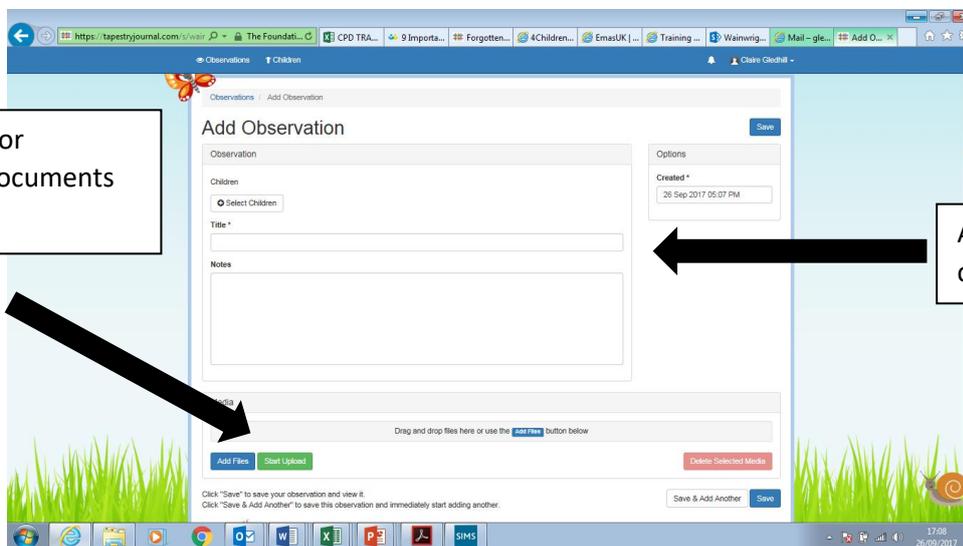


## How do I add an entry to my child's Learning Journal.

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad/Android) and add the relevant information in the boxes on 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'.



Press here to add an observation



Add photos or additional documents here.

Add details about your child's experience.

## Who can access my Child's Learning Journal?

All the Foundation Stage staff and senior leaders 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. If you do not want your child's photo to be visible in anyone else's account then please let us know.

If you have any questions or problems using Tapestry then please let us know.