



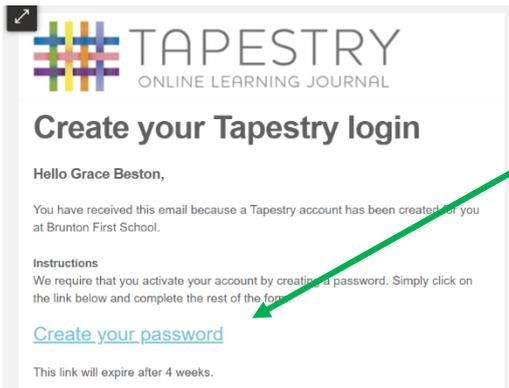
TAPESTRY
ONLINE LEARNING
JOURNAL

A Guide to Tapestry

Tapestry website: <https://eylj.org/login/>

Brunton First School ensures that all children attending the Early Years Foundation Stage have a personal Learning Journal which records observations and comments, in line with the statutory Early Years Foundation Stage curriculum. The aim is to create a holistic view of the child and strengthen parental partnerships.

Registering with Tapestry



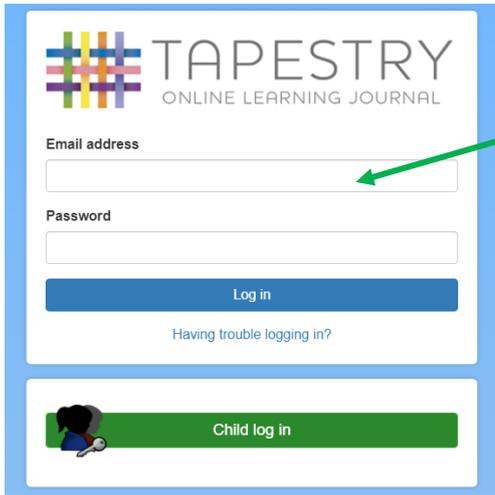
You should all have been sent an activation email from Tapestry. Click 'Create your password'

You will be asked to create a password and create a 4-digit pin that you will use to login to Tapestry.

You should receive a notification that your tapestry account has been activated and you should now be able to log in.

Logging in and adding an observation





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Email address

Password

Log in

Having trouble logging in?

Child log in

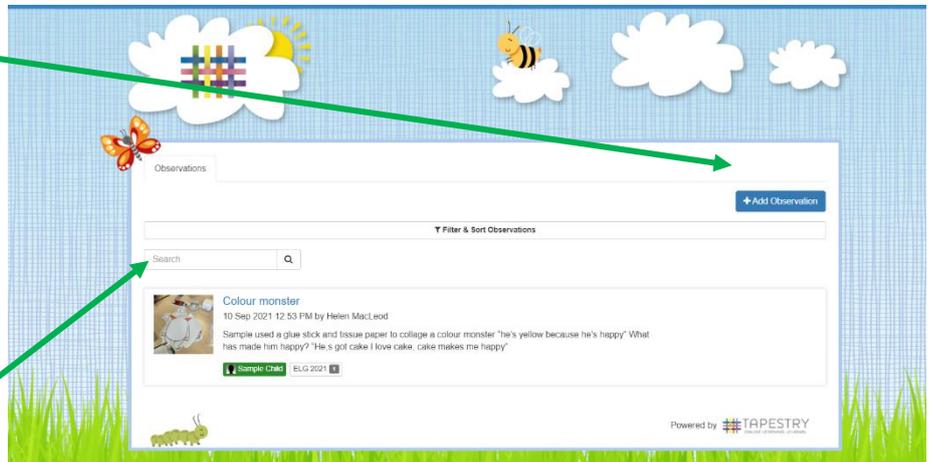
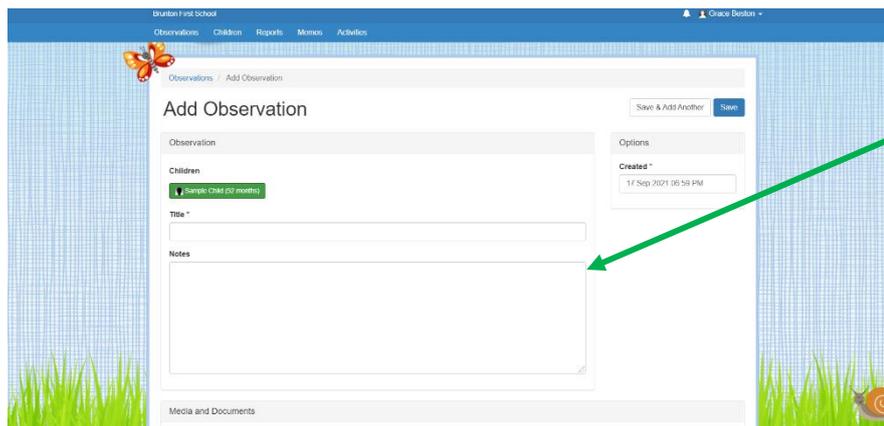
Login Page
 Enter your email address and password

Once you have successfully logged in, you will be taken to the home page. Parents logging into the system will only be able to see their own child's learning journey, Here you will be able to see your child's observations in chronological order. It is likely that the first time you log in there won't be very many, but this list will grow throughout your child's time in Reception.

Add observation button. Press here if you want to add an observation from home.

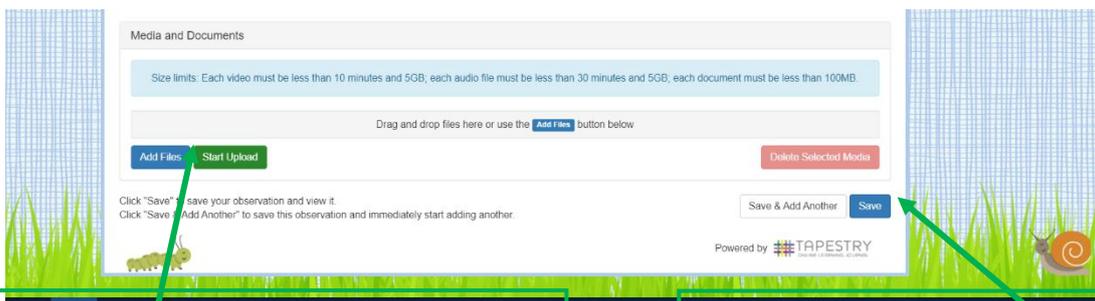
Observations by Reception staff. Click on the title of the observations to read them in more detail.

Once you have clicked add observation, you will arrive at this page.

The 'Add Observation' form includes a 'Children' dropdown menu with 'Sample Child (2 months)' selected. There is a 'Title' field and a larger 'Notes' text area. On the right side, there are 'Options' for 'Created' with a timestamp '17 Sep 2021 08:59 PM'. At the top right of the form are 'Save & Add Another' and 'Save' buttons.

Enter a title and observation notes for your observation (see details on this later).



This section is titled 'Media and Documents' and provides size limits: 'Each video must be less than 10 minutes and 5GB, each audio file must be less than 30 minutes and 5GB, each document must be less than 100MB.' It features a drag-and-drop area and an 'Add Files' button. Below the upload area are 'Start Upload' and 'Delete Selected Media' buttons. At the bottom, there are 'Save & Add Another' and 'Save' buttons. A note at the bottom states: 'Click "Save" to save your observation and view it. Click "Save & Add/Another" to save this observation and immediately start adding another.'

Finally, save your observation by clicking save.

Add photos or video (max 1min in length) using the add files button then click start upload.

If you are using Tapestry on your phone or tablet, there is a Tapestry app which you can download which is very easy to use. Just search for the name "Tapestry mobile" with the Tapestry logo in your App store.

Remember:

- 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. 😊

Observations by Staff

Observations by Staff, 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 your child accurately using the exact language that he/she used
3. We will link it to the early learning goal they are working towards/achieving.

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

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"**'.
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).

Security

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. Access to information stored on Tapestry can only be gained by a unique user ID and password.

As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child. Other than family, only the Early Years team have access to the Learning Journey.

As part of our commitment to safeguarding, parents are asked to sign a consent form giving permission for their child's image to appear in their Learning Journeys. Before accessing the system, parents have to sign to agree not to download and share and information on any other online platforms or social networking sites, such as Facebook, Twitter.

All staff at Brunton First School have up to date training of safeguarding. Staff use school iPads to take photographs for observations.

Who owns the data?

In accordance with Tapestry policy <https://tapestry.info/privacy.html>, Brunton First School is the sole owner of all data stored and recorded on Tapestry. This includes information uploaded by parents. Tapestry will not access the account without prior permission from Brunton First School. None of the information that appears on Tapestry, belongs to Tapestry. Tapestry will never attempt to contact parents directly or pass details on to any third party. (See Pg.6 of their policy.)

When a child finishes Reception we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time in Reception. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left Reception.