



Dear Parents/Carers,

At St. Breward Primary School, we use assessment software called 'Tapestry'. This allows each child to have their own online individual learning journal. By logging on with a secure username and password, you will be able to access your child's learning journal. Parents/Carers are only able to view their own child's journal and all information is stored on a secure server - if you would like further information on this, please see the Tapestry security information document which is found on their website.

Tapestry online learning journals allow you to view your child's observations and photographs from the comfort of home. We reference your child's learning to the Early Learning Goals as well as the characteristics of effective learning and the Leuven scale. This will keep you informed of the areas of learning in which your child is accessing, as well as the age band they were working in for the observed activity.

Tapestry allows you to add observations and photographs of your own as well as post comments on observations we have taken. We love to hear about your child's learning and any WOW moments from home, so please add any moments of interest or learning that your child experiences out of school.

As children play in close proximity with their friends, you may see other children in your child's observation. Your child may also appear in other children's observations. Please note that all parents/carers are required to sign the guidelines below to ensure that they will not share the photos on social media.

At the end of the year we will provide you with a digital copy of your child's learning journal. Your Tapestry account will then be deactivated and deleted. The information is stored online for 90 days and then it is permanently deleted off the website.

Every year we have to attend a moderating session. This may mean that your child's journal may be shared with the EYFS moderating team. Please be reassured that your child's information will only be discussed confidentially with other Early Year Practitioners and will be kept safe and secure at all times.

E-safety is taken very seriously at St. Breward, therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines.

Agreed guidelines for accessing and using Tapestry online learning journals

As a parent I will...

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

Signature: Date:.....

Print name:

Account Information

Email address for log-in:

Name of your child:

You child's date of birth:...../...../..... (D/M/Y)

Your relationship to child: i.e. mother / father / grandparent / carer

.....

By signing and returning this form you agree to us creating a Tapestry online learning journal for your child.

Online Learning Journal - Parents' Guide

Where do I start?

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

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 Journal - 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 bottom right hand side of the app. This enables you to change password and/or email address.

Viewing 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.

Adding an entry to my child's Learning Journal

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) and fill in 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'.

If you have any questions about how to use Tapestry, please come in and chat to Miss Goodman!