

Tapestry Information for Parents

This guidance leaflet contains instructions on how to use your child's online Learning Journal. It also tells you what to expect from the school in terms of how we will use Tapestry. You will receive an email containing a link to Tapestry and information about how to access your account.

The Tapestry application can be accessed here - <https://tapestryjournal.com>

The screenshot shows the Tapestry application interface. At the top, there are navigation tabs for 'Observations' and 'Children'. A red arrow points to the 'Observations' tab (1). Below the navigation, there is a search bar (2) and a 'Filter & Sort Observations' section. A list of observations is displayed, with the first one titled 'Letter formation' (2). To the right, there is a 'Counting' section (4) with a video thumbnail. At the bottom, there is a 'Comments' section (3) with an 'Add reply' button. A red arrow points to the 'Add Observation' button (6) in the top right corner. A red arrow points to the 'Children' tab (5) in the top left corner.

The Home Screen

'Observation' Tab – Viewing an Observation

- Observations are listed on the home screen under the **tab** 'Observation'. (1)
- You can view an observation by clicking on the title. (2)
- You will see the teacher's observation and/or photograph at the top. The teacher's assessments can be seen below the observation.
- You can leave a reply to an observation by scrolling down and typing a message into the text box (3) or like the observation by clicking the like button (4)
- If you have more than one child in the Early Years, click on the tab 'Children' (5) and you will see all of your children assigned to your email address. Select the child's journal you would like to view.

Adding an observation

The screenshot shows the 'Add Observation' form in the Tapestry system. The form is titled 'Add Observation' and is located under the 'Observations' tab. The form includes several sections: 'Children' with a dropdown menu (7), 'Title' (8), 'Notes' (10), and 'Media' (11). The 'Media' section has a warning message and buttons for 'Add Files' and 'Start Upload' (12). The 'Options' section on the right includes a 'Created' date field (9) and a 'Save' button. The form is set against a blue background with decorative elements like a bee, clouds, and a snail.

- Click on the 'Add Observation' button found on the Home Screen (6)
- Select your child's name from the drop down box (7)
- Add a title to your observation (8)
- Click on the date 'Created' and then choose the appropriate date from the calendar menu if you are adding an observation from a previous day (9)
- Add any notes to describe what happened during your observation (10)
- Upload any photos or videos of the observation: a. by clicking 'Add Files' (11) b. select the relevant file(s) from your personal folder. c. click 'Start Upload' (12)
- Click 'Save' to record the observation – your observation will now be available on the Home Screen under the 'Obs' tab.

Note: Observations added by parents will only be made visible on the Learning Journal once the relevant teacher has approved it. Parent observations will however be available immediately in the 'Obs' tab.

How we will use Tapestry

You will receive your child's first observations by the middle of October. From then on you will receive some observations by the end of each half term. Please do not expect to receive them on a weekly basis, in some cases they will be sent out weekly but we are unable to commit to this every single week.

Some observations will have an age band accompanying them. These are there to give you an idea of where your child is working at. Members of the reception team will use their professional judgement and expertise to make these assessments. If you have a query relating to the age band your child has been given you are more than welcome to discuss it at parents evening. Unfortunately, we will not be able to discuss age banding with you at other times.

We really value your input into your child's Learning Journal and we would encourage you to add observations as often as you can. We would ask that you only make positive comments in your child's learning journal. Whilst we would love to respond to all of your comments unfortunately we are unable to do this, therefore whilst we will read your comments we will not respond to them. If you feel unhappy about something in relation to your child's time at school please follow the school's complaints policy. Please don't use tapestry as a way of communicating your frustration.

We hope you enjoy reading about all of the wonderful experiences your children have been having in Reception. We look forward to reading about their wonderful experiences during their time spent with you at home.

If you would like further help using the Tapestry Learning Journal, please feel free to ask your child's class teacher or Mrs Arora.

Thank you in advance for your contribution to this exciting tool!

