



Dear Parents/Carers,

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

Tapestry online learning journals allow you to view your child's observations and photographs from the comfort of home. We will also reference your child's learning to the EYFS profile. This will keep you informed of the areas of learning in which your child is achieving, as well as the age band they were working in for the observed activity.

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.

Tapestry allows you to add observations and photographs of your own as well as post comments. We love to hear about learning and WOW moments from home, so please add any moments of interest or learning that you all experience out of school.

Because children play in close proximity with their friends, it does not reflect a true picture of their time at school if photographs are only of a single child. Therefore, photographs that include your child may sometimes appear on their friends' learning journals.

At the end of the year we will provide you with a digital copy of your child's journal. Your Tapestry account will then be deactivated. The information is stored for 90 days and then it is deleted by the team at EYFS.org

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 account and I may see pictures of my child's friends on my child's personal account.

I will speak to a member of staff if I experience any difficulties accessing my child's learning journal.

Print name: .....

Email address for log-in: .....

Name of child: .....

Relationship to child: i.e. mother / father / grandparent /  
carer.....

Signature: ..... Date:.....

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

## **Online Learning Journal – Parents' Guide**

### **Introduction**

All children attending St. Breward primary School have a personal online Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journal and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

### **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 application. 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 – and we would love to receive your positive comments!

### **Adding an entry to my child's Learning Journal**

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