

Tapestry On-line Learning Journeys

Introduction

Here at Richmond Pre-school we keep records of your child's progress, (called their Learning Journey), via an on-line system called Tapestry. Tapestry can be accessed through a computer or mobile app, on your phone or tablet. The beauty of Tapestry is that you can receive a photo or video of your child taking part in an activity just minutes after it happening, rather than having to wait weeks to see or hear about it. You will also be able to add photos and comment on your child's progress and achievements.

Rest assured all data is stored securely on UK and EU servers in a high security data centre and each Tapestry account has its own database. All data is encoded before sending it to the data centre to ensure your child's security is maintained. The Richmond Pre-school database can only be accessed by authorised staff at the pre-school.

- We add parents to our Tapestry system once we have received your consent on the registration form, plus any other people you nominate to add to your account. Once set up you will receive an e-mail with a link to set up an account, this link only lasts for a few days, so please look in your junk files and contact us to check your setting if you haven't received a link before your child starts. We normally aim to set up your Tapestry account a few weeks before your child starts with us.
- Following the link will take you to the tapestry web site via your browser where you can set your password and a 4 digit pin number to access your account, there is no pin number pre-set when we create your account, so just enter whatever you want and that will then become your unique pin. When you login to the browser you always need to use your email address and password, but with the app you only need to login once using your email address and password, then after than you just enter your pin.
- Most things like receiving and creating observations (information and photos about what your child is doing at pre-school) can be done via the Tapestry App, see details on how to set this up below. However, some functions can only be accessed via the web browser. To use this login via a computer or tablet to www.tapestryjournal.com We ask that you logon here as soon as your account it set up and complete the **About Me** section which gives us all of the information we need to get to know all of your child's needs. Once logged on select the '*Children*' tab at the top. From here you should see a tile for your child, click on the arrow next to their name, then select 'About me' from the drop down list. Now click '*Edit about <child's name>*.' Complete all that you can and then scroll to the bottom of the page and click '*save*'. Your child's key person will then be able to see this information and will discuss any questions they have with you when you come in for your settling in session.

Downloading the APP

To download the app look for the free Tapestry App on the Play store for Android devices or the Apple App store for Apple devices, searching for EYFS Tapestry.

It looks like this 

Don't worry if you don't have access to a computer or smartphone as we have tablets that you can use on the premises to look at your child's learning journey. Every child will receive their completed Learning Journey in electronic form when they leave the pre-school, in the meantime you can print the Learning Journey whenever

you wish at home, by going onto the browser and selecting Learning Journal. You will also be able to purchase photobook of your child's tapestry Learning Journey when they leave, we will provide details when they leave us for school.

Once on Tapestry you can see the observations that staff make about your child and what areas these have been linked to within the Early Years Foundation Stage(EYFS). You can reply to these observations and you can add your own observations, including videos and photos of achievements your child has made at home.

Getting Help

Please direct any questions to Sarah Duffy, or pop in at the office. We can share youtube videos that will help you get set up or simply talk you through everything, please ask if unsure.

Adding observations

You also have the ability to add observations about your child, this can be done from the web site www.tapestryjournal.com or from the app.

Adding an observation from the web site :-

- Select the Observation tab
- Select the button +Add Observation
- Select your child
- Give the Observation a title
- Add some notes
- If you wish to add pictures, first click add files, then click start upload
- Then click save to publish it

Adding an observation via the app :-

Login to your app

- Click the + button at the top of the screen
- Under the person icon will be a picture of your child, click on it to select them
- Click on the pencil icon, you will need to add both a title and some notes to be able to save the observation
- Click on the camera icon to add photos and videos
- Now if all sections are complete the save button will appear in green.
- Click save to send your observation off to your child's key person.

Reading a Report

When you receive a report from us you will again have to login to the internet browser to access it, you cannot see it from the app. As you did with accessing the 'About Me' find and locate the Children tab, then your child's tile, then click on the arrow next to their name, then select Reports and you will see any reports that are available to you. We write one report when children start, if they have not had a Two year check report done at another setting.