

Tapestry Online Learning Journal - Parents Guide

Introduction:

All children attending Little Explorers Childminding have a personal on-line learning journal. This allows all about me information, observations, photos/videos and comments, in line with The Early Years Foundation Stage (EYFS), to be collated, to build up a record of a child's experiences and achievements during their time with us.

We use Tapestry an educational software system which is hosted in the UK on secure servers; which conform to very high environmental standards and are proactively managed 24 hours a day. Each account has its own data base and the code itself is developed using hack-resistant techniques. File names are encoded for uploaded videos and images, making Tapestry a safe and secure system. 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?

With the email address you have already given us, 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 Tapestry Mobile). This app is also available on Android Devices. Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit to the site. You are free to share these details with family members at your discretion.

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 or Android device:

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 enabling you to follow your child's individual progress closely. Tapestry is used at Little Explorers as a record of significant moments in your child's development. Artwork will also be photographed and added to the journal as a record, resulting in all pieces of work coming home with your child. These records help inform our

planning for their 'next steps' in their learning. Staff entries are all monitored by myself Gemma Roberts-Dyer to ensure high standards are being maintained.

Adding an entry to my child's learning journal:

You can contribute to the journal by adding a comment in the box at the bottom of any observation if you would like to. We would love to receive such comments!

You are also able to add an observation. Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad/Android device) 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'.

When your child leaves:

When your child leaves Little Explorers we will email the entire journal to you. The journal can also be saved onto a memory stick if you prefer, we ask that you please provide this if you wish for us to do so. As other settings and schools in Somerset sign up to this innovative style of record keeping we will be, with your permission able to forward the journal for their continual use, to aid your child's transition.

We hope you will love this new way of viewing and contributing to your child's achievements as much as we do!

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