



## Parents' Guide to Tapestry

### Introduction

All children in Little Dippers have a personal online Learning Journey which records photos, observations and comments in line with the Early Years Foundation Stage. This enables us to build up a record of each child's learning and achievements during their time with us. We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK. You will now have password protected access to your child's online Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments of their learning development and experiences at home. You are also able to comment on observations made by the school staff.

If you do not have access to the internet at home or work we can arrange access to a school laptop that can be used to view your child's Learning Journey. If you require the use of a school laptop, please speak to a member of Little Dippers' staff to arrange a suitable time to do so.

### Where do I start?

You will be emailed, using the email addresses provided in the consent forms, with a link to the Tapestry log on page, your username (which is your email address) and your password. We strongly recommend that you change your password on your first visit.

The Tapestry app is free of charge and available from iTunes and Google Play for both iPhones and Android phones.

As a parent/carer you can choose who also has access to your child's learning journey at any time. If you would like to add additional email addresses for both parents, grandparents etc, please inform a member of staff who can provide you with additional consent forms to complete. They will then be set up with an account and emailed an activation link.



## Changing my settings in Tapestry:

### On the computer

At the top right of your screen you will see your name, 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 request an email to be sent to you whenever a new observation is added to your child's Learning Journey - just tick the relevant box if you would like to add this function. Please note that you will only receive notifications when new observations are added, not when replies to comments from parent or staff members are posted.

### 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 Journey

You will see your child's observations on your 'Obs' tab (home screen) - 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.

You can display all entries or entries for particular timeframes or media types by using the drop-down tabs on your Observations screen.

### Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) and add the relevant information into the boxes on the 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 the 'Obs' tab or clicking on the Lanterns logo (on the cloud, top left corner).

**If you have any problems please email [admindiptford@thelink.devon.sch.uk](mailto:admindiptford@thelink.devon.sch.uk)**

**We recommend that you read the Learning Journeys (Tapestry) Policy which you have already received. It is also available on our website.**

### A polite request:

The Little Dippers staff love hearing about the children's; learning, experiences, adventures and achievements that happen outside of school and we would love to see these being added to your child's Tapestry. This can be done in the form of a short narrative, a photograph or a video. Thank you!

### Tapestry Workshop

***Mrs Siddons will be holding a Tapestry Workshop on Tuesday 5<sup>th</sup> December at 9:00am in Little Dippers classroom. The aim of the workshop is to offer support and guidance on how to use Tapestry at home.***

