



South Moreton Pre-School uses a piece of educational software called 'Tapestry' and every child at South Moreton Pre-School will 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, which is monitored closely. *Please see the Tapestry Privacy Policy for more information <https://tapestry.info/privacy.html/>*

Tapestry online learning journeys allow you to view your child's observations and photographs from their time at South Moreton Pre-School, almost as they happen! 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, also, the age band they were working in for the observed activity.

We know how much your children like to bring home their work to show you. Therefore, any work to be included on their learning journal will be photographed and added with an explanation of the learning that took place.

Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in South Moreton Pre-School. You will also be able to share with keyworkers activities that your child has particularly enjoyed.

Because children play in close proximity with their friends it does not reflect a true picture of their time at South Moreton Pre-School if photographs are only of a single child. Therefore, photographs of your child may appear on their friends learning journeys.

E-safety is extremely important to us at South Moreton Pre-School, 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.

South Moreton



Pre-School

Agreed guidelines for accessing and using

Tapestry 'Online Learning Journeys'

As a parent I will...

Not publish or make publicly available any of my child's observations or photographs in any form (for example social media sites, paper copies etc.)

Keep the login details within my trusted family.

I 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 journey.

I agree to the above guidelines and have read accompanying information sheets.

Print name: _____

Name of child: _____

Signature: _____

Date: _____

Email: _____

By signing and returning this form and providing us with an e mail address you agree to South Moreton Pre-School creating a Tapestry online learning journey for your child.



Online Learning Journey - Parents' Guide

Introduction

All children attending South Moreton Pre-School have a personal on-line Learning Journey 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 Journey 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 Journey - 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 Journey

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 such comments!

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 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'.