



## A Guide to Tapestry



### Getting Started

In September, you will be sent an email with your login details for Tapestry. Please ensure you keep this safe. This may end up in your junk box but we will let you know when the email has been sent so that you can check. If you would like a separate login for each parent, please let us know.

You can access Tapestry via their website and/or by downloading their app onto your phone or tablet/iPad.

Once you have logged onto Tapestry, you will be able to access all of your child's observations which will be available for the whole year. There will be a range of observations that will assess all of the aspects of learning in the EYFS curriculum. Whilst we upload the occasional piece of Literacy, this is mostly recorded in their Literacy books during the week. You will be able to see these at parents' evenings.

### Viewing School Observations

When we have uploaded an observation, you will receive a notification via email. You can then view the observation online or on the app. When you click on the observation, you will be able to 'like' the observation and add your own comment to it. If you want to search for a specific observation, you can do this by typing in a key word/words into the search bar/magnifying glass on the home page.

### Adding Observations from Home (on the website)

You can also upload your own observations of your child at home. By clicking 'Add Observation', you can get started. You need to give your observation a title and add a comment about what the observation is about:

The screenshot shows a form with two main sections. The first section is labeled 'Title \*' and contains a single-line text input field. The second section is labeled 'Notes' and contains a large, empty text area for entering details of the observation.

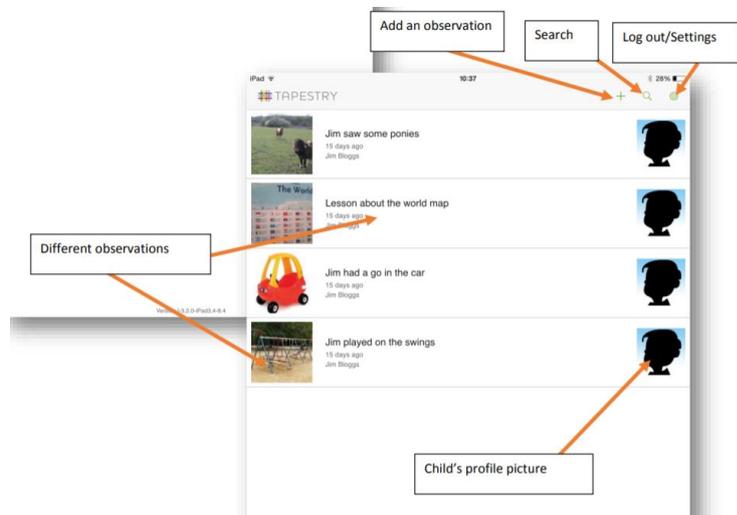
You can then upload a video or photo by pressing 'Add Files'. Once it appears in the box above, you then need to press 'Start Upload'. This will then make sure the file is saved to the observation.

The screenshot shows the media upload interface. At the top, there is a header labeled 'Media'. Below this is a large, light-colored area with the text 'Drag and drop files here or use the Add Files button below'. At the bottom of this area, there are three buttons: a blue 'Add Files' button, a green 'Start Upload' button, and a red 'Delete Selected Media' button.

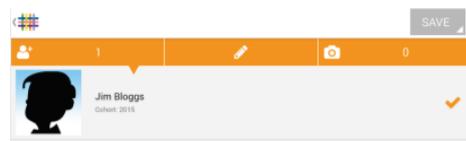
Once you have done that, you can press the 'Save' button at the top or bottom of the page.

### Add Observations from Home (phone app)

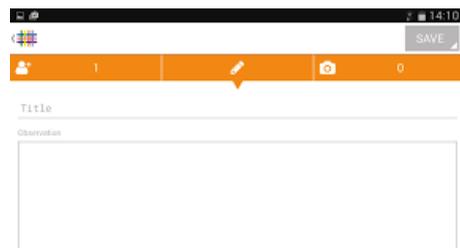
You can also add observations via the app. Once you log onto your account, your home screen will appear.



When you click on the '+' sign, it will look like this. This is the first icon which is where you select your child (only your children will appear).



The pencil icon allows you to write the title and comment about the observation. You will not be able to save your observation until you give it a title.



The camera icon allows you to take a photo or video there and then or add a photo or video that you have already taken.



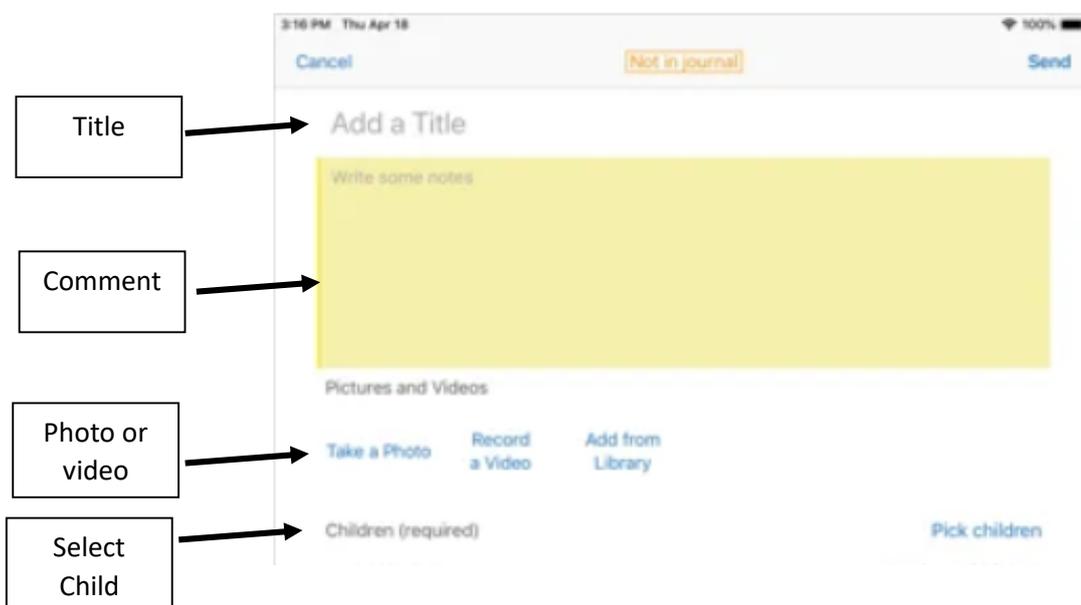
Once you have finished your observation, press the save button at the top of the page.

### Add Observations from Home (tablet app)

The tablet app is slightly different to the phone app. When you log in, you will see all of your child's observations down the left hand side of the screen and the most recent observation will be open on the right hand side. You can scroll through the observations on the left and click on the one you would like to view which will appear on the right. If you have a notification (e.g. a member of staff has commented on an observation which you have uploaded), it will appear as a little red bell on the left hand side which you can click on.



If you would like to add an observation, you still need to click on the '+' icon just above the list of current observations but all of the different sections will appear on the same page for you to click on and add one at a time rather than having to click on separate icons/tabs. The observation will not send unless it has a title and you have selected your child. Once you have finished, click on 'Send'.



### Edit Preferences (on website)

You can find this by clicking on your name in the top right hand corner and choosing it from the drop down list. This drop down list is also where you log off from (though it will log you off automatically if you close the page or are inactive for a prolonged period of time).

In this section, you will be able to edit your email address and email options, your password/pin and your notifications.

### Parent Engagement

Tapestry is a fantastic way for you to contribute to your child's learning journal. At the end of the year, your child will be assessed to see whether they have achieved a Good Level of Development (GLD). In order for your child to achieve GLD, evidence of parent engagement is required. This could be as simple as 'liking' the school observations and/or commenting on them to uploading your own.

Observations can be anything that your child has done/achieved. For example, it could be playing in the park with their family/friends, learning to ride their bike, achieving a swimming badge or challenging themselves to try something new. We aim to upload three observations a week.

We hope that you find Tapestry an easy and accessible way to see your child's learning, achievements and progress.

At the end of the year in reception you will be able to download your child's learning journey as a PDF to save or print. We are unable to provide a printed copy of each child's learning journey.

If you have any issues registering and using Tapestry, please do not hesitate to contact us.

Kind regards

***The EYFS Team***