



St Mary's Church of England Primary School

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THE CHURCH
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TAPESTRY
ONLINE LEARNING
JOURNAL

Dear Parents and Carers,

We are pleased to announce that since the Autumn Term Early Years staff have been trialing Tapestry an online learning journal for recording individual children's learning and development and this has been extremely successful. We would now like to begin to use the parent and carer function of the application to enable us to share information more easily between school and home.

What is Tapestry?

Tapestry is an easy to use and secure online learning journal that helps staff and families share and celebrate their children's learning and development. Tapestry builds a record of a child's experiences and journey through their early years, using an online electronic journal designed and developed specifically for the EYFS. Using photos, videos and diary entries staff, along with the child's parents/carers create a record of their child's learning 'journey' together. The Tapestry platform enables the information gathered to be kept as an electronic ongoing record and at the end of the year can be downloaded as a PDF document.

All information held on the platform is stored securely and can be downloaded and shared as required. Parents are able to see their child's progress and what they have been learning, through the Tapestry platform as staff share observations that have been completed.

Parents can also upload their observations and comments regarding their child's progress and development. The communication between staff and parents that Tapestry enables, helps build a shared understanding of how each child can reach their full potential. You can like and comment on observations that we add for your child and it's also possible for you to add your own observations. Your comments and own observations will allow us to find out about which activities your child really enjoyed and the learning they get up to at home.

Tapestry is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. All data that is entered into Tapestry is stored securely on their servers. If you are interested in finding out more information about this, you can go to <https://tapestry.info/security> The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by the school staff that use the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue).

The information stored will be held temporarily and destroyed when no longer required. Further information about Tapestry can be found at <https://www.tapestry.info/>



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How do I start using Tapestry?

Once we have set you up with an account you will be able to login using any web browser from tapestryjournal.com or by logging in via the Tapestry app. Download the free Tapestry app from the Play or App store, depending on what type of device you are using. Remember, if you are going to use the App version of Tapestry to ensure 'auto updates' are turned on for your device so you always have the most up to date version of the app.

Click on the activation email:

- Each child's tapestry account has been set up using the main contact email address supplied on the school data collection form. Using your email address ensures security on the site.
- After signing the permission form attached you will receive an email from Tapestry asking you to **create a password for your account** using a link provided. Please be aware that the link will expire after 4 weeks.
- Please check both your inbox and your junk mail for the email. You may need to amend your junk mail settings to ensure you receive future email notifications.
- To protect your child's information, it is important to ensure that you select a strong and secure password for your account.
- If you would like Tapestry to be shared on multiple accounts (i.e. so that both parents and carers can access it) please email officestaff@stmarys.slough.sch.uk with your child's name, class and the additional email address you would like to use.
- You will also be asked to set up a 4-digit PIN which you can use on the Tapestry app to quickly log back in once you've initially logged in.

Receive notifications: It's also possible for you to be notified via email either immediately, daily or weekly if there are new entries for you to view.

Documents feature: We will also be using the 'Documents' feature on Tapestry to upload documents to share with you.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's journal by arranging a mutually convenient time with your child's teacher to come into school. You will be provided with access to your child's account and support if needed.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

We do hope you enjoy using Tapestry, do let us know if you have any questions about it.

Kind regards
Manjit Nota
(EYFS Lead and EYFS SENDCo)