

## Tapestry Information

### What is Tapestry?

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. This system allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

### What is Tapestry's website address?

<https://eylj.org/>

### How does Tapestry work?

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email. All our staff are given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.

Parents can change their settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own.

### Who can access Tapestry?

As parents/carers you can access Tapestry by letting Nursery know any e-mail addresses that you wish to link with the system (limited to 2 per child).

### Can other relatives join in Tapestry?

You can choose to share your log in details with extended family if you wish, so they can see your child's Learning Journal.

### Where do I start?

Once your child has started, and you have given us an email address, we will set up an account for you. An email will be sent to the registered email address with a link. By clicking on the link, you will be able to create a password of your choice and gain access to your account.

Or if you have an iPhone/iPad please visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile).

If you have an Android/Tablet, search for Tapestry learning journal and download.

### What is the PIN setting up for?

When you access Tapestry through mobile phone or tablet, please set a unique PIN when you log in for the first time. This will be required whenever you return to the application or after the screen has locked.



### How do I change my 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.

### How do I change my settings on iPhone/iPad/Android?

To change your settings on the iPhone/iPad app, click the 'gear' button on the top right hand side of the application. This enables you to change password and/or email address.

### How can I view my child's Learning Journals?

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!

### How do I know that my child's Learning Journal has been updated?

The system will automatically send you an email when an observation for your child has been added.

### How do I add an entry to my child's Learning Journal?

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad/Android) 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'.

### Who can access my Child's Learning Journal?

The nursery has access to all of the children's Learning Journals. The only other people that can see your child's account will be yourselves and anyone that you share your log in details with, such as Grandparents etc. If your child is featured in a group observation, their photo may appear in another child's Learning Journal. If you do not want your child's photo to be visible in anyone else's account then please let us know.

### Will I receive a copy of my child's Learning Journal at the end of the year?

Yes, you can choose to download your child's Learning Journal as a PDF to save and keep.

We really hope that you enjoy using Tapestry and that it helps to keep you feeling informed about your child's learning. If you have any questions or problems using Tapestry then please let us know.

## **Tapestry Policy**

### Statement of intent:

At Feversham First Steps we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

### Safety and security

Staff use tablets to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept at nursery and may only be taken home by staff members for specific reasons and with the express consent of management. Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated desktop computer is provided for this. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school managers and new login details will be created. The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Feversham First Steps; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by a member of staff.

### Password Policy

To protect your children's data, it is important that you have good, strong, passwords.

Strong passwords: Current UK government advice is that passwords should be based on three random words; be different for each service you use; and never be: any family member's name, a pet's name, place of birth, favourite holiday or anything relating to a favourite sports team.

### Passwords

The password must be at least 20 characters long, OR meet all of the following criteria

The password must be at least 12 characters long

The password must have at least 1 uppercase letter



The password must have at least 1 number

The password must have at least 1 symbol

Must not be a common password, or an obvious variant of the school's name or person's name

### Parents

Logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photo's, and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

### Parents without internet

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

### When children leave

When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting. When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at pre-school. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.