Parents' Guide to Tapestry

Introduction

All children attending Lanterns Nursery School (including Bumblebees) 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 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 Lanterns staff.

If you do not have access to the internet at home or work we are able to download your child's Learning Journey as a pdf file that can be printed or put onto a USB stick. We can also provide access to a school laptop that can be used to view your child's Learning Journey.

Please complete and return the attached permissions form to let us know if you will be able to use the online system.

Where do I start?

Once you have signed and returned your permission slip and consent form your child's learning journal will be set up as well as your parent accounts. You will be emailed, using the email addresses provided, 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. You can also find a link to the Tapestry log on page on our website under Nursery School / Tapestry.

The Tapestry app is free of charge and available from iTunes and Google Play for both iphones and android phones. Specific user guides are available and can be emailed to you in PDF format or as a hard copy upon request. These guides can also be found on our website.

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 complete the additional email section on the attached permissions slip. 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 e.brewer@lanterns.hants.sch.uk.

We recommend that you read the Learning Journeys (Tapestry) Policy available on our website.

Please note:

The online learning journey is used to record your child's learning and achievements. It is not to be used as a general communication tool between Nursery and home and is not monitored on a daily basis. Class teachers will check weekly for parent replies and comments. They will then respond or pass onto the relevant key person. If you require an immediate response please therefore speak directly to your key person at drop off or pick up time.

Tapestry Permission Slip

I give permission for Lanterns Nursery School to create an online Tapestry Learning Journey for ……………………………………………………………………………….. (name of child).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is ………………………………………………………………………………………………. (provide your e-mail address)

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's Learning Journey either as a paper copy or using school equipment during specific times throughout the year.

ADDITIONAL EMAILS

Name of carer :   Relationship to child :

Email address :

Name of carer :   Relationship to child :

Email address :

Name of carer :   Relationship to child :

Email address :