

# **TAPESTRY ON LINE LEARNING JOURNAL**

The teachers are constantly making observations and assessing the children to support their development. Until now we have stored this information using paper Learning Journals, which we send home at the end of the year. We are pleased to announce that we are now using an online Learning Journal.

We will now be able to create individual 'Learning Journeys' for your child through a piece of educational software called 'Tapestry'. This system can 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. You can share it with your child, family, and friends at home if you choose, and post any comments and photographs of your own, helping to create a fully holistic view of the child and strengthen the parent partnership.

When a child leaves the Gan to start school we will give parents a set period of time to download a copy of their child's Learning Journey so they have a lasting record of their time at Bushey Gan. The child's information and their Learning Journey will then be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

The staff have been using Tapestry since November to become familiar with the programme and we hope to go live to parents in January. The staff may upload observation at different times throughout the week.

## **Photos**

We may take group shots of children in a learning experience. Parents are asked to sign a consent giving permission for their child's image to appear in other children's Learning Journals, 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 will only ever be photographed alone and no shared observations will be made including that child.

## **Safety and Security**

- The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user ID and password.
- Parents can only see their own child's information and are unable to log in To view other children's Learning Journeys.
- Parents do not have the necessary permission to edit existing content.
- 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 securely locked in the Gan office and may not be taken home by staff

## **Where do you 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 Tapestry Mobile). You can also download the app for android phones as well as for windows. Login using the email address and the password we give you. We strongly recommend that you change your password on your first visit.

## **Viewing your 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 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 your 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'.

## **E-Safety**

E-safety is extremely important to us at Bushey Gan, therefore we ask you to sign an agreement to show that you understand and will agree with our guidelines.

## **Agreed guidelines for accessing and using Tapestry 'Online Learning Journals'**

As a parent, you will:

- Provide us with an email address to set up a tapestry account for you
- **Not** publish any of my child's observations, photographs, or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- Agree to group photos being used
- Do not agree to group photos being used