



## Online Learning Journey - Parents' Guide

### Introduction

All children attending Tavistock Infant School can have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK following General Data Protection Legislation regulations. You will have password protected access to your child's on-line Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments, or commenting on observations made by us.

If you are happy for school to share progress with you about your child's learning journey, please provide us with the following details to set you up with an account to use when your child starts school. Please use capital letters to make sure we will be able to read the correct letters and be very clear when writing your email address.

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Please return to school

### TAPESTRY ONLINE LEARNING JOURNEY

I do/do not \* give consent for my child's learning journey to be provided through Tapestry ( \*delete as required )

Child's name: \_\_\_\_\_

Child's Class: \_\_\_\_\_

Your first name: \_\_\_\_\_

Your surname: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signed:

Date:

### **Where do I start?**

Go to <https://eylj.org/login/tavistock-infant-school/> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the 'TapestryMobile' app from the Education section.

Once you have been provided with a password to gain entry to your child's Learning Journey. We strongly recommend that you change your password on your first visit.

### **Changing 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 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.

#### **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 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 home 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 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'.

### **Please note:**

The on-line learning journey is used to record your child's Year R learning and not as a general communication tool between school and home. All other matters, queries, questions etc should be discussed with staff in the usual way.