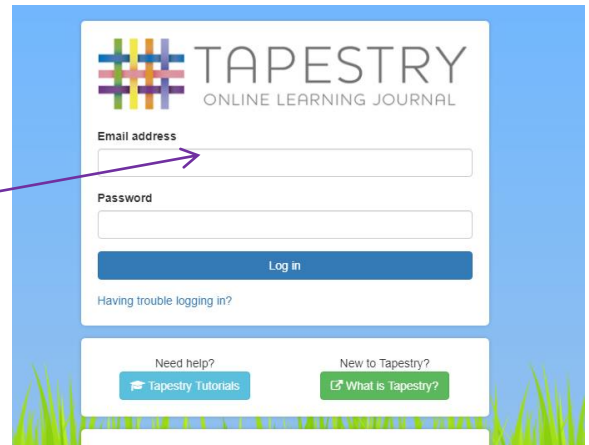


## Tapestry - A Guide for Parents

Tapestry website: <https://eylj.org/login/>

Tapestry can also be downloaded in app format.

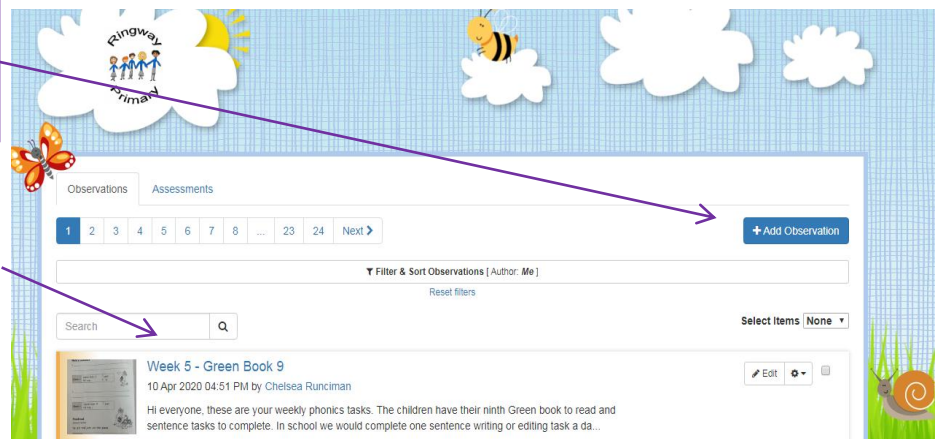
**Login page** - enter your email address and password to access your child's learning journal.



The login page features the Tapestry logo at the top. Below it are two input fields: 'Email address' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there are two green buttons: 'Need help? Tapestry Tutorials' and 'New to Tapestry? What is Tapestry?'. A link for 'Having trouble logging in?' is also present.

**Add Observation button** - press here to add an observation from home.

Observations of your child by Reception staff appear here. Click on the title to read them in more detail.



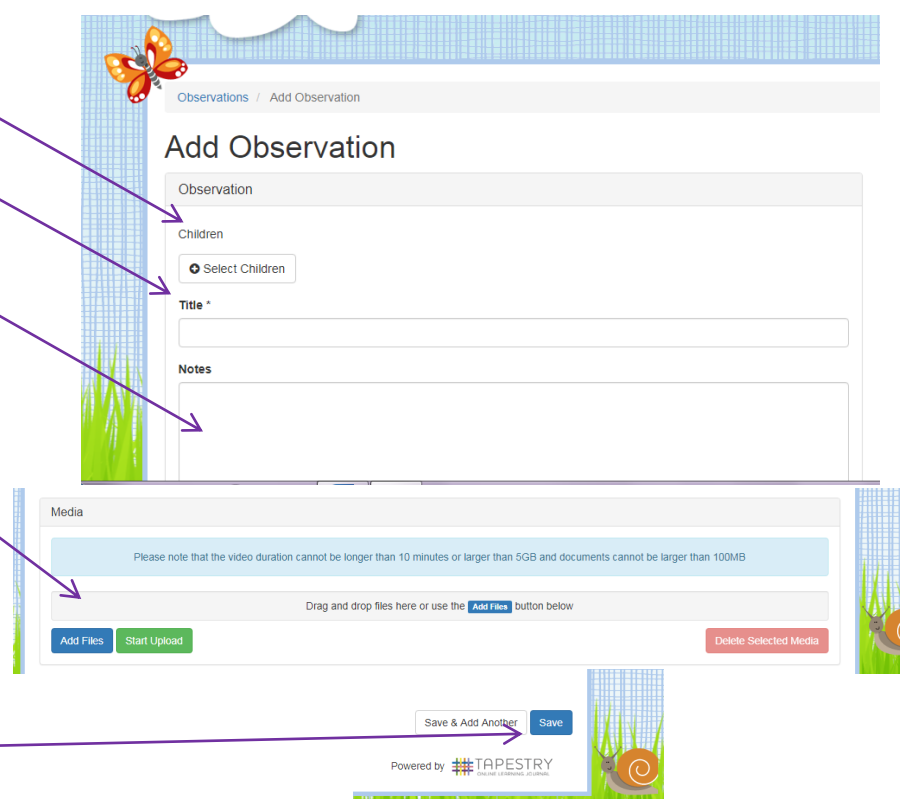
The home page displays a list of observations under the 'Observations' tab. A blue '+ Add Observation' button is located in the top right corner. Below the button is a search bar and a list of observations. One observation is visible: 'Week 5 - Green Book 9' dated '10 Apr 2020 04:51 PM' by 'Chelsea Runciman'. The observation text reads: 'Hi everyone, these are your weekly phonics tasks. The children have their ninth Green book to read and sentence tasks to complete. In school we would complete one sentence writing or editing task a da...'. There are 'Edit', 'Share', and 'Delete' icons for each observation.

Once you have clicked to add an observation you will arrive at this page.

Select your child from the drop down menu. Enter a title and observation notes (see details on this later).

Add photos or videos (max 1 minute in length) using the add files button then click to start upload.

Finally, click to save your observation and upload it to Tapestry.



The 'Add Observation' form is titled 'Add Observation' and includes the following sections:
 

- Children:** A dropdown menu with a 'Select Children' button.
- Title:** A text input field with an asterisk indicating it is required.
- Notes:** A large text area for entering observation details.
- Media:** A section for adding files, including a note: 'Please note that the video duration cannot be longer than 10 minutes or larger than 5GB and documents cannot be larger than 100MB'. It features a 'Drag and drop files here or use the Add Files button below' area, an 'Add Files' button, a 'Start Upload' button, and a 'Delete Selected Media' button.
- Bottom:** 'Save & Add Another' and 'Save' buttons.

## Tapestry - A Guide for Parents

### Observations by Ringway staff

In Reception, Tapestry is used as one of several forms of daily assessment. We observe and record key moments in your child's development during adult-led and child initiated (free choice) activities throughout their day. Each week we select 'focus children' and work on targets with these particular children, looking for evidence of their progress to add to Tapestry. Your child will be a 'focus child' at least one week per half term. During this week, you will receive many uploads to Tapestry - you may also receive observations at other times highlighting some learning which has been important to capture. When observing children we write a record of what we saw your child do. We then quote the child accurately, using what he/she said about their learning and the activity. In the observation we will also comment on the progress or learning demonstrated at that time. We also write next steps so that you know what you could focus on to support your child at home.

### Commenting on observations by Ringway staff

When you read the observations by school staff there is an option for you to leave a reply. Perhaps your child has done something similar at home or is showing particular interest in the topic of the observation - if so we would love to hear about it! If we have written a next step then you can also reply to the observation telling us about how your child got on at home e.g. 'X loved talking about this painting at home and could tell us how she mixed the colours to make orange'.

### Observations by Parents

One of the fantastic features of Tapestry is that parents can also add observations/wow moments from home to your child's journal. This is a great way of supporting us in assessing your child outside the school environment and it also provides us with opportunities to celebrate any achievements your child has made at home. Staff follow the guidelines above to ensure that the observations we make are purposeful and detailed, in a similar way we would appreciate it if you could follow the guidelines below.

1. Add a title to your observation to summarise your moment e.g. Counting in the garden.
2. When writing your observation keep it simple. Try and record what your child said in their exact words and then comment on why this is a wow moment e.g. 'X was excited to count the flowers in the garden, she said "Look we have five flowers on that side and five on this side so that's ten flowers". X is starting to count reliably and add small amounts.' 'X went to her cousin's birthday party, she spent lots of time bouncing on the trampoline without help and taught her cousin how to jump and turn around at the same time.'
3. If you wish, then you can then add a photo or video to your observation (please keep videos to a maximum of 1 minute long).

### Remember:

- Any publishing of staff observations from Tapestry onto social media is strictly prohibited.
- Contact a member of staff if you are unsure about how to use any of the Tapestry features.
- Celebrate your child's development by sharing the learning journal with them at home; we are sure your child would love to talk about what they have been learning at school. - We will be especially interested to hear about your child's progress in relation to the next steps we share with you.