



Waltham Pre-School
Melton Road
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Your child's online journey: Tapestry

A how to guide and information for parents and carers.

Introduction

All children attending Waltham Preschool have a personal online Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journal and, in addition to viewing our contribution's; we encourage you to add to it by uploading photos and comments or commenting on observations made by us.

Where do I start?

Once you have provided us with an email address, we will add details of your child and yourself and you will receive an email notification, then you will be able to set up your account which will enable you to view your child's Learning Journal. You will receive an activation email, N.B the activation email will come through from Tapestry and not Waltham Preschool so please do not ignore it. The email should be activated within 7 days, the login will become void after this date. Please speak to a member of staff to repeat the activation process if necessary. If you cannot see the email, please check your spam. If you experience and difficulty, please see a member of the team. We can reactivate your account

You can then download the app to your device in the usual way.

Starting point

Your child will be added to our online Tapestry system, prior to their start date. We require you to complete the 'About me' section at least 7 days prior to





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your child's start date. This is only accessible on a browser (please be aware that you cannot access this on the app). This information will help your child's key worker to become familiar with you and your child. It is imperative to plan effectively for your child and gives sound knowledge of your child's interests and preferences. The information provided by yourself, is invaluable and helps us to provide the best support to your child, and a sound starting point for your child's developmental journey, reflecting the best outcomes for your child. This information can be updated by yourself as required.

Changing your 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 notification of a new observation that is added to your child's Learning Journal – just tick or untick the relevant box if you would like to change the setting.

On your mobile phone/tablet

To change your settings on your phone or tablet app, click the 'cog' button which is usually located on the bottom right of the screen. This enables you to change your password and/or email address.

Please be aware you may not be able to access Tapestry on your tablet/mobile phone if memory space is limited.

Viewing my child's Learning Journal

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 view. You will notice we inform you of what your child has done, how they have engaged and providing you with photographs and videos to enable you to have greater insight into your child's interests and learning.





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Adding an entry to my child's Learning Journal

We would like to encourage parents and carers to respond and participate in your child's current learning by actively engaging in the activities and observations we are recording on Tapestry.

Parents and carer engagement has such a positive impact on the child's learning and helps to develop a partnership around your child's learning and development further enhancing your child's learning opportunities.

How can I add observations/comments on my child's Learning Journal?

Choose the 'Add Observation' option (or the '+' icon on your mobile phone/tablet) and add the relevant information in the boxes on screen, a brief description is ideal. 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'.

There is a 'comments' section on each observation that we add for you to contribute to.

Your input provides enhanced observations towards your child's development and interests. We appreciate all your comments, photos and videos. We share these in the morning during 'Welcome' the children enjoy sharing their pictures with their peers, telling them all about their adventures.

Please do not hesitate to contact a member of staff if you have any queries.

What if my child attends another setting or childminder?

We continue to work in partnership with other providers including childminders, nurseries, etc. This approach allows us full access to your child's current interests, development stages and learning opportunities. We welcome input from all the children's carers and encourage participation from all involved. Access to your child's Learning Journal can be permitted for other users with your permission only.





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Please speak to a member of staff if your child attends another setting and will continue to do so while in our care. We will ask you to provide permission to share information with the setting so we can work together in partnership to ensure your child is receiving the best opportunities and reaching their development milestones.

FAQs

Q. What types of observations can we add?

A. Absolutely everything your child has shown an interest in or enjoyed. A day trip to the beach, a milestone or achievement, family event...the list is endless.

Q. How many photographs can I add?

A. There is not limit we love seeing your pictures and observations and sharing these with your child.

Q. Can we respond to observations recorded by the keyworker?

A. Yes please, it's great to work in partnership

Q. How often should I add observations?

A. As often as you can, we add weekly observations and any WOW moments or events, so please feel free to regularly update us.

Q. What happens when my child leaves for Reception class?

A. Your child's journal will be downloaded and with permission shared with your child's receiving school. A copy will also be available for you to download as a keepsake of your child's time with us at Waltham Preschool.

If you have any further queries or questions, please do not hesitate to contact your child's keyworker or the manager who will be happy to help with any further assistance.

