



## Tapestry Parent information sheet.



Please find attached advice and instructions on how to access your child's account using Tapestry. We hope you find the information informative and get real enjoyment out of seeing what your child is doing in the EYFS.

### TO LOG IN:

- Once Ms Ludlam or Mr Peck have “invited” you to your child's account, you will receive an email asking you to create a password. This email will expire after sometime, so it would be best to address this as soon as is convenient. You will then be able to create a password, which you must keep secure.
- To log in go to <https://tapestry.info/> and select log in.
- You can also download the app to your iPad, tablet or smartphone.

### WHAT HAPPENS NEXT?

- At the top right of the screen you will see your name. Selecting this will give you the option to ‘Edit Preferences’. Here you can alter any options on how you receive your email notifications of when new observations are added.
- Clicking on the “bell” notification icon will list what new observations have been added.
- Immediately after log-in you are met with a page of observations made of your child.
- In the top left corner, you can choose to switch between “children” or “observations.”
- Under “children” you will see data on your child and their picture. If you click on the dropdown box, you can view an overview of observations or complete their “All about me.” This is useful if you can complete this.
- The “observations” page will give you a list of all observations taken, starting with the most recent for you to view.

- There is the facility for you to “like” observations and add comments – there is no facility to leave comments on group observations.
- Responses to “Nursery news” items will be seen by other parents.

### VIEWING AN OBSERVATION:

- By selecting the title of an observation, you will be able to view this in more detail, including the which of the 7 areas of the EYFS the observation links to. Once here you can select “export” and print the observation for your files in pdf format. *Nursery/school have chosen not to print these out, in order to limit waste and to preserve the environment, and therefore this is your choice to do so. These are for your own use and may contain photos of other children and should be kept sensitively and respectfully.*

### ADDING AN OBSERVATION:

- One of the best things about Tapestry, is that it enables us to bridge the gap between home and the setting and see all the wonderful things that your child does at home.
- In the web page version of the software you need to go to the observations tab and “add an observation.” You can then upload saved images from your computer or device, if enabled. If you are using an app, then images can be taken easily using the camera function on your device. You may also upload short video clips too!
- **One important thing we ask you to do is:** to start the title of each of your observations with “I can.....” we have found this a really positive way of highlighting the children’s abilities and successes, so remembering to do this is important.  
*Your child’s Key Person or teacher will decide where this observation can be added to your child’s records.*

### VIEWING A REPORT:

- Your child’s nursery term report can be viewed through Tapestry. Simply go to the “children” tab and select reports from the drop down box. Your child’s Key Person will ask you to respond electronically to the document as soon as possible to ensure you have read and understood.

We hope you enjoy using Tapestry, please let us know if you experience any difficulties. We look forward to seeing all of your observations. Keep your eye on the Challoner Newsletter – we will be setting Tapestry challenges for you all to

complete!

