



## **Your child's online journey; Tapestry**

### **A how to guide and information for parents and carers.**

#### **Introduction**

All children attending Abacus 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 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 Journey and, in addition to viewing our contributions, 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 journey.

If you have an iPhone or iPad, visit the iTunes store and download the Tapestry app (please ensure it is the latest version) from the Education section (search for TapestryMobile). N.B the email will come through from Tapestry and NOT abacus so please do not ignore it. The email should be activated within 7 days, the login will become void after this date. Please speak with a member of staff to repeat the activation process. If you cannot see the email, please check your spam. If you experience any difficulty, please see a member of the team. We are able to reactivate your account.



## **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 accessible on a browser only (please be aware you cannot access this on the app) at least 7 days prior to your child's start date. This information will help your child's key worker become familiar with you and your family, 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 is added to your child's Learning Journey - just tick or untick the relevant box if you would like to change this setting.

### **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.



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

### Viewing my 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 up the observation for you to look at. You will notice we record your child's voice and use photographs and videos if possible to enable you to have a greater insight into your child's current interests and learning.

### Adding an entry to my child's Learning Journey

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.

You will notice in the comment section your child's key worker will advise of the next steps we are planning for your child to develop and extend their current learning and interests.

Your child's key worker will encourage your child to think about extending and support their learning providing appropriate next steps to encourage development.

Parent 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.

### **For eg: Key worker comment**

" Next week we will be exploring recognising numerals further in the environment by completing a number hunt around our garden."

To develop this further at home we may add,

"How many different numbers can you find on the way to pre-school?"



"Can you draw us a picture to show where you found numbers?" were they on the bus, a door, a car ? Bring them to pre-school to share with your friends."

This is a very positive experience for your child as they recognise their learning is valued and become aware that of their care givers are responsive to their current interests and learning.

### **How can I add observations/ comments on 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'

Your input provides enhanced observations towards your child's development and interests. We appreciate all your comments photos and videos, sharing them with your child and offering opportunities to discuss the observations with their key worker and or peers!

**Please do hesitate to contact a member of staff should 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, developmental stages and learning opportunities. We welcome input from all of the children's carers and encourage participation from all involved. Access to your child's learning journey can be permitted for other users with your permission only.

Please complete the permission below if your child currently attends another setting and will continue to do so whilst in our care. Thank you



## 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 mile stone or achievement, family events.

**Q. How many observations photographs can I add?**

**A.** There is no limit we love seeing your pictures and observations and sharing these with you child.

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

**A.** Yes please, its great to work in partnership.

**Q. How often should I add observations ?**

**A.** As often as you can our observation cycle is every 6 weeks, we also add WOW observations and events, so please feel free to regularly update.

**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 Abacus.

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



### **Tapestry Sharing Permission Letter**

I/We give permission for my child's key person ..... @ (setting name)..... to access and add observations and assessments in line with my child's EYFS journey using the Tapestry system @ Abacus. The email address is

.....

I understand the key person will have full access to my child's observations, in the event my child ceases to attend the other setting I understand it is my duty to inform Abacus who will act appropriately.

Signed.....

Date

Kind regards The Abacus Team