



The Village House Nursery School



Tapestry Online Learning Journey - Parents' Guide

Introduction

All children attending Village House Nursery School have a personal online 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. The Tapestry Security policy is available on request.

Where do I start?

Prior to your child starting, we will set up an account for you. Go to <https://eylj.org/> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for 'Tapestry Mobile'). Login using your email address and the password we give you. Once logged in we strongly recommend that you change your password on your first visit.

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 an email whenever 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.

Viewing your 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 may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Please note that until your child starts there will be no observations to see.

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'.

Completing 'All about me'

We ask that this section is completed 3 weeks prior to your child starting at Village House. This is a very important section as it will give us a good insight into your child's stage of development and likes and dislikes prior to starting at VHNS and will allow us to plan accordingly, making their settling in period much easier.

The 'All about me' section can be accessed by clicking the 'Children' tab at the top of the screen. Your child/ren will appear. Click on your child's name and a drop down list will appear. Click on 'All about me' and then click the 'Edit' button where you will then be able to complete the form. Thank you.

Please note that at present any video uploaded onto the learning journal cannot be saved to disc at the end of your child's time with us as the system only allows it to be saved as a PDF.