



WOODFORD  
PRIMARY SCHOOL

## Tapestry Support

### Introduction

All children attending Woodford Primary School have a personal online Learning Journal which records observations, photos and comments in line with the Early Learning Goals outlined in the Early Years Foundation Stage Curriculum. Use of this Learning Journal enables us to build up a record of each child's learning and achievements during their time with us.

We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK. You will have password protected access to your child's online Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments of their learning development and experiences at home. You are also able to comment on observations made by school staff.

We will use the email address you provided during the school admissions process as the Tapestry set up email. If this is not the email you wish to use see 'Changing my settings in Tapestry' section below, or, email [admin@woodfordprimary.org.uk](mailto:admin@woodfordprimary.org.uk). As a parent/carer you can choose who has access to your child's learning journey at any time. If you would like to add additional email addresses to your child's tapestry account please email [admin@woodfordprimary.org.uk](mailto:admin@woodfordprimary.org.uk).

If you do not have access to the internet at home or work we can provide access to a school device that can be used to view your child's Learning Journey. At the end of the school year you are able to download your child's Learning Journey as a PDF file that can be printed or saved.

Your child's learning journal and parent account will be set up in the first few weeks of term. You will receive an email, using the email addresses you provided, with a link to the Tapestry log on page, your username (which is your email address) and your password. We strongly recommend that you change your password on your first visit.

The Tapestry app is free of charge and available from Apple app store and Google Play for both iPhones and android phones. The Tapestry webpage can be accessed here: [Tapestry - Log In \(tapestryjournal.com\)](https://www.tapestryjournal.com)

Specific user guides are available on this website and can be emailed to you in PDF format or given as a hard copy upon request.

If you have any problems when accessing your account please email [admin@woodfordprimary.org.uk](mailto:admin@woodfordprimary.org.uk)

Please note: The online learning journey is used to record your child's learning and achievements. It is not to be used as a general communication tool between school and home and is not monitored on a daily basis. Class teachers will check weekly for parent replies and comments. They will then respond or pass onto the relevant key person. If you require an immediate response please therefore speak directly to staff at the start or end of a day.

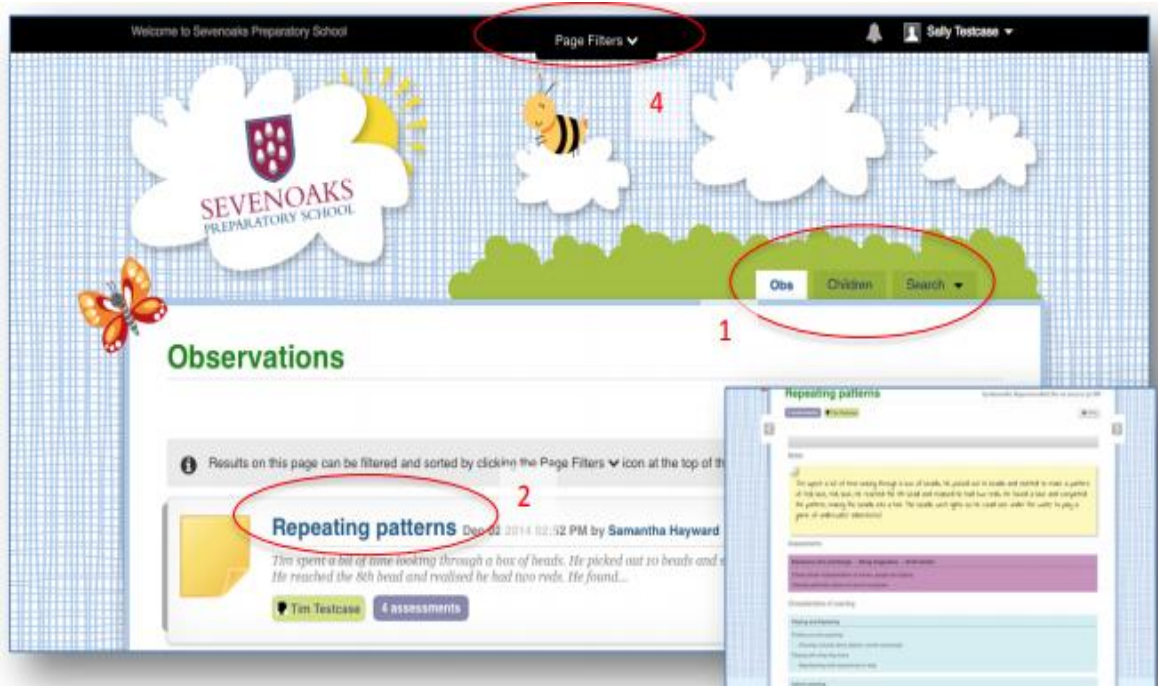
### How to use the Tapestry online Learning Journal

Once you have successfully logged in you will be presented with the home screen as below.



WOODFORD  
PRIMARY SCHOOL

## Tapestry Support



### Viewing my child's Learning Journey

1: You can navigate the platform using the three tabs circled: Obs, Children, Search.

2: Observations are listed on the home screen under the tab 'Obs'. You can view the observations in full by clicking on the observation title. You may add comments by scrolling down and typing into the text box at the bottom of the observation if you would like to.

2: If you have more than one child attending our school, you can navigate between their Learning Journals by clicking on the 'Children' tab.



4: You can filter observations from particular time frames or media types by using the Page Filters drop-down tab in the black bar on the Home Screen.

### 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 into the boxes on the screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back



WOODFORD  
PRIMARY SCHOOL

## Tapestry Support

to the home screen at any time by choosing the 'Obs' tab or clicking on the Our school logo (on the cloud, top left corner).

### Changing my settings in Tapestry:

On the computer at the top right of your screen you will see your name, 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 request an email to be sent to you whenever a new observation is added to your child's Learning Journey – just tick the relevant box if you would like to add this function. Please note that you will only receive notifications when new observations are added, not when replies to comments from parent or staff members are posted.

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.