Dear parent/carer,

All children attending Sacred Heart Nursery and Reception have a personal online Learning Journey which records photos, observations and comments in line with the Early Years Foundation Stage. This 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. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded, videos and images, making Tapestry a safe and secure on-line Learning Journal tool. 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 the Early Years staff. If you do not have access to the internet at home or work we are able to download your child's Learning Journey as a pdf file that can be emailed or put onto a USB stick. Please complete and return the attached permissions form to let us know if you will be able to use the online system.

The observations of your child can include notes, photographs and EYFS assessments, characteristics of learning and videos. They can be enhanced by comments from other staff and parents and each page appears in a pleasing coherent way. You will be able to view the complete set of observations as a learning journey, flipping through your child's single observation pages, in time order, or filtering in flexible ways to access your favourite records. You are able to bookmark your favourites for quick access.

Each child's journey can have individual accounts set up for parents and relatives to access. Parents can comment on new entries and even add their own. We think this part of the program is particularly good, especially for any parent working away. You will always be able to access what your child has been doing at school. You will receive automatic emails generated for parents when new entries are made. These records will also help us make assessments of your children to ensure their learning and development is being met correctly.

E-safety is very important to us at Sacred Heart Primary School, therefore we ask you to provide us with the following information attached and permission to say you understand and will agree to our guidelines.

Many thanks

The Early Years Team

Where do I start?

Once you have signed and returned your permission slip and consent form your child's learning journal will be set up as well as your parent accounts. You will be emailed, using the email addresses 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. You can also find a link to the Tapestry log on page on our website under Nursery School / Tapestry. The Tapestry app is free of charge and available from iTunes and Google Play for both iphones and android phones. Specific user guides are available and can be emailed to you in PDF format or as a hard copy upon request. These guides can also be found on our website. As a parent/carer you can choose who also has access to your child's learning journey at any time. If you would like to add additional email addresses for both parents, grandparents etc, please complete the additional email section on the attached permissions slip. They will then be set up with an account and emailed an activation link.

Changing my settings in Tapestry :

On a 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. Viewing my child's Learning Journey You will see your child's observations on your 'Obs' tab (home screen) – 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. You can display all entries or entries for particular timeframes or media types by using the drop-down tabs on your Observations 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 to the home screen at any time by choosing the 'Obs' tab or clicking on the Lanterns logo (on the cloud, top left corner). We recommend that you read the Learning Journeys (Tapestry) Policy available on our website.

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 Nursery and home. Class teachers will check regularly for parent replies and comments. If you require an immediate response please therefore speak directly to one of the Early Years Staff at drop off or pick up time.