



St George's School Bourton

A Church of England School

**work together. play together
learn together ... shine!**

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Dear Parents/Carers,

We have now registered your child with Tapestry Online Learning Journal. As already explained, this is a personal learning journal that we use to record photos, videos, observations and comments to build up a record of your child's learning experiences in Reception.

You will soon be sent an email (to the email address you gave us on your permission slip) that allows you to set up your account by following the link. If you do not receive this email, please let us know.

You are then advised to change your password by doing the following:

On a 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.

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.

You are also able to access the site by going to <https://tapestryjournal.com> on your computer, or, if you have an iPhone or iPad, you can visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). There is also an Android app (search Tapestry Mobile in Google Play).

Once logged in, your child's observations will appear on your home screen as 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. Please do if you have the time as we very much welcome your feedback.

You will also be able to add your own observations of activities that your child enjoys at home by doing the following:

Choose the 'Add Observation' option (or the 'plus' icon on an 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'. It is helpful for us to see what your child enjoys doing at home and so again, if you have the time, we would really appreciate your input.

The safeguarding of pupils is extremely important to us and we would like to reassure you that anything added to Tapestry can only be viewed by school staff that use the system or by yourself, using your personal log-on details. Please also be aware that it is likely that some of the photographs added to the journal will capture other children at play, and it must be emphasised that such data must not be shared with others, or 'publicised' in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs must not be displayed on a social networking site or in a public place.

You will be alerted via email each time an observation has been added although please let us know if you would rather not be sent the email alerts and we can change your settings. We hope you will enjoy looking at your child's journal and if you have any questions or queries, please talk to one of us at the end of the day and we will do our best to help.

Many thanks for your support.

Anna Maskell and Rachel Cuff