**Online Learning Journey – Parents’ Guide**

# Introduction

All children attending Coaley Playgroup 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 each child’s 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 on-line Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments, or commenting on observations made by us.

**Where do I start?**

You will be provided with a password to gain entry to your child’s Learning Journey.

## 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 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.

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## On Phone/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 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 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 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’.

If your child moves on to a setting which also use Tapestry we are able to ‘port’ your childs learning journal across to them and they can carry on documenting where we leave off.

**Permissions**

You will need to consent to you child being on tapestry – if you wish to opt out of this you can and we can give your child a paper learning journal.

Photographs and videos on Tapestry are not to be shared on any other internet sites. All parents sign to consent to this.

Comments you put on group observations maybe viewed by other parents.

Your child’s photo and learning statement will be viewable by other parents on group observations – Please advise us if you wish your child to be omitted from group observations

Comments on observations which are individual to your child are only visible by staff & yourself

**Please note:**

* The on-line learning journey is used to record your child’s learning and not as a general communication tool between playgroup and home. All other matters, queries, questions etc should be discussed with playgroup staff in the usual way.
* Photographs on Tapestry must not be used in other internet sites or shared on social media. Other playgroup children may appear in your child’s photographs.
* We understand some parents may not have internet access. If this is the case please advise us so we can arrange for you to view

 Tapestry at Playgroup or for your child to have a paper based journal.

 **Let us know how you get on!**

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