



Foundation Stage Unit

Online Learning Journey – Parents' Guide

In school our Learning Journey scrapbooks have been used as a way to record the special moments of our Foundation Stage children; each entry forming a thread in the warp and weft of the tapestry that is a child's life. These scrapbooks are used in conjunction with the Early Years Foundation Stage developmental stages to assess more formally how children are progressing. They are also key to keeping parents involved in a partnership with us at school. This year, we will be continuing to use 'Tapestry', our on-line Learning Journey.

The site is secure and confidential and will only be able to be accessed using your email address and the password you create. It will mean that your child's Journey is available all the time and can be viewed by other members of your family. As observations and comments are added, email notifications will be sent to should you choose this option. Parents will also be able to comment on these special moments at school and add their own photos and comments about their child's activities at home.

At the end of the academic year, we will be able to produce a CD-ROM for you containing the Learning Journey which you can keep and print should you wish to.

Included within this letter are your log-in details and information on how to access Tapestry. We hope you find this information useful, but please do not hesitate to ask us any questions you may have.

Best wishes

The Early Years Team

Image Consent Form

We may take photographs for a number of reasons whilst your child is with us:

- to document what they enjoy doing;
- to record their learning and development progress;
- to include in newsletters, learning journals and displays;
- to record special events and achievements;
- occasionally, we may invite the media to take photographs or film footage for publicity purposes and to record any special events;
- images may also be used in our publicity, in our prospectus or on the website.

A Learning Journal will be used to reflect your child's time in Reception. It will include photographs of your child at play with other children, for example in a group of children wearing costumes pretending to be *Goldilocks and the Three Bears* in the home corner.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

I consent to photographs of my child being taken by authorised personnel representing the FSU.

Yes ☐ No ☐
(tick as appropriate)

I consent to photographs containing my child's image being included in other children's Learning Journals.

Yes ☐ No ☐
(tick as appropriate)

I consent to treat photographs containing images of other children as **for my own personal use only**

Yes ☐ No ☐
(tick as appropriate)

(This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.)

Signed by parent/carer:

Name of child:

Date:

Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time in the FSU. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

My log-in details

Email address	
Password	Passwords must be a minimum of 10 characters

Where do I start?

- Once you have given us an email address and selected a password, we will set up an account for you.
- Go to <https://tapestryjournal.com> 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 TapestryMobile).
- Login using your email address and the password.

Viewing my 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 should notice an arrow on the top left and right hand side of the screen which you can use to scroll through the Journey like a book.
- You may add comments in the box at the bottom of the observation if you would like to - we would love to receive them!

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'.

Let us know how you get on!

Tapestry on-line Learning Journey

Who would you like to have access to the Learning Journey?
Please state full name and what relation they are to the child.

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Would you like to receive an email notification when your child's Learning Journey has been updated?

Yes / No

You will need to have log-in details in order to access your child's Learning Journey.
Please provide the following so we can create an account for you:

Email address

Password.....

Please Note: this password does not have to be the one that you already use for your email.
The password you choose will ensure that only you have access to your child's Learning Journey.