

## EYFS Parent Guide

Tapestry can be viewed either on a web page or via the free app. These can be found here:

Web browser:

<https://tapestryjournal.com>

Google Play:

[https://play.google.com/store/apps/details?id=com.fsf.tapestryandroid&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.fsf.tapestryandroid&hl=en_GB)

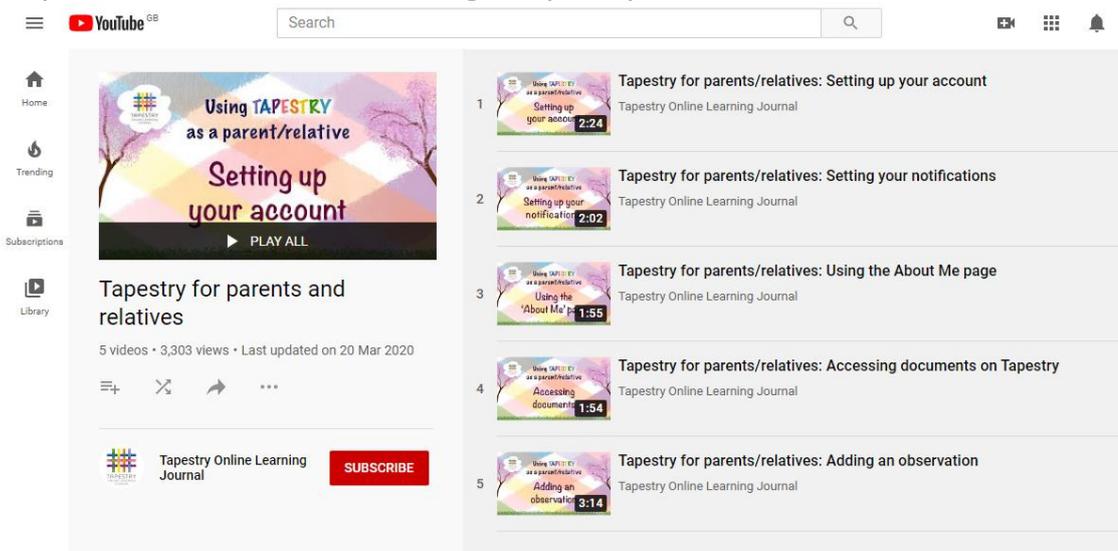
Apple store:

<https://apps.apple.com/gb/app/tapestry-journal/id1442916401>

To support you using Tapestry, there are 5 video tutorials made specifically for parents on Tapestry's YouTube channel here:

<https://www.youtube.com/playlist?list=PLthyVDX1AWQJeGUqAna3ZEhEqbgidx0Yt>

They walk you through setting up your account, adding observations through to accessing any documents we send through Tapestry.



The image shows a screenshot of a YouTube channel page for 'Tapestry Online Learning Journal'. The page features a search bar at the top, a navigation menu on the left, and a main content area. The main content area displays a video player for 'Using TAPESTRY as a parent/relative: Setting up your account' with a 'PLAY ALL' button. Below the video player, there is a list of 5 videos in a playlist:

1. Tapestry for parents/relatives: Setting up your account (2:24)
2. Tapestry for parents/relatives: Setting your notifications (2:02)
3. Tapestry for parents/relatives: Using the About Me page (1:55)
4. Tapestry for parents/relatives: Accessing documents on Tapestry (1:54)
5. Tapestry for parents/relatives: Adding an observation (3:14)

Alternatively, you can follow the pdf guides also available to support you accessing Tapestry via the apps on mobile devices.

# Web Browser Guide

## Login Information

In order to use Tapestry, your setting will have to create a user account for you on the system.

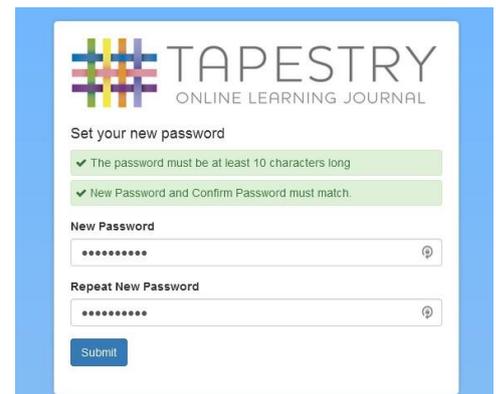
Tapestry support (the customer services team) are unable to create or modify relative accounts; if you have an issue with your Tapestry account please contact your class teacher via the school's email. Tapestry support can only directly provide parents and relatives with basic advice on how to use the system.



**Your Username:** This will be the email address your setting used to register you on Tapestry, for example jparent@example.co.uk.

### Your Password:

1. You will receive an email generated by your class teacher that contains a link you can follow to set up your own password and PIN number for Tapestry. This link will expire 30 days after it has been sent. If your link has expired or won't work for another reason, please contact your setting manager for assistance.
2. You can change both your email and password through the browser version of Tapestry whenever you like.



## Tapestry Browser Version Interface: Observations

### Screen

**Children Tab:** This takes you to the profiles of the children you are linked with

**Filters** Use these to refine what appears on this list. E.g. Observations with pictures, including comments etc

**Author of the Observation**

**Child's Name**

**Your Username**

**Notifications**

**Add Observation:** Use this button to add an observation

**Observations:** These are the observations made for your child. Click the title or picture to view the observation in full

The screenshot shows a user interface for 'Emily' with tabs for 'Observations' and 'Children'. The 'Observations' tab is active, displaying a list of observations. The first observation is titled 'Chalk on the deck' by Alan Johnson, dated 24 Jun 2019. The second is 'Making muffins at home' by Amanda Johnson, dated 11 Jun 2019. The third is 'Building towers' by Lowes Nursery Staff, dated 05 Jun 2019. A '+ Add Observation' button is visible in the top right of the observations list. A search bar and a 'Filter & Sort Observations' dropdown are also present.

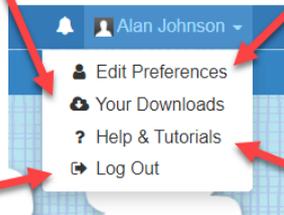
## Your Username

Access this drop-down menu by clicking on your username in the top right of the screen

**Your Downloads:** Here you can access observations/pictures/videos if the setting have made them available to download

**Edit Preferences:** From here you can change your email, password, PIN and notification settings

**Log out of your account**



**Help and Tutorials:** Contains a link to Relative Tutorials and your setting's relative contact email address

## Viewing an Observation

To view an observation, click on the observation title or thumbnail image of an observation on the 'Observation' page.

**Observation Title**

A screenshot of an observation page titled 'Gloop!'. The page shows a photo of children and an adult playing with pink gloop on a table. Below the photo is a 'Notes' section with a yellow background containing text about the children's activity. Below the notes is a 'Comments' section with a comment from Alan Johnson and a text input field for adding a comment. Red arrows point from the surrounding text to the title, the notes box, and the comment input field.

**Comments:** Any comments on the observation will show here

**Add your own comments using this box (the ability to add comments will depend on your setting's User Permissions)**

**Notes:** This will be the main description of the observation

## Making an Observation

Press the 'Add Observation' button on the observations page to add a new observation yourself. Please note, you must add a *title* and *select a child* in order to save the observation.

**1) Select the child you are making the observation for. You will only see the children you are linked with here.**

**2) Give the observation a title.**

**3) (optional) In the 'Notes' section, write about what is happening.**

**4) (optional) Upload any photos or videos you would like to add. 'Add Files' and then 'Start Upload'**

**5) Click save!**

Observations / Add Observation

### Add Observation

Save

Observation

Children

Select Children

Title \*

Notes

Media

Drag and drop files here or use the Add Files button below

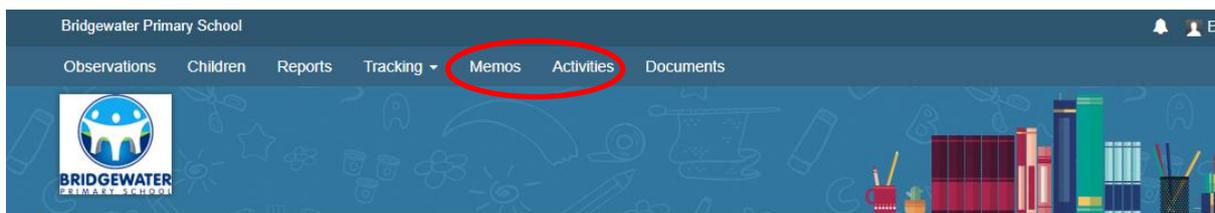
Add Files Start Upload Delete Selected Media

Click "Save" to save your observation and view it.  
Click "Save & Add Another" to save this observation and immediately start adding another.

Save & Add Another Save

## Accessing work during Home Learning

Tapestry have also put together a video guide on How to use 'Activities' which we will use along with Memos to set lessons and activities for your child to complete during any Home Learning periods. <https://www.youtube.com/watch?v=vJ3n56SGxrg>



# Memos and Activities

Through Memos and Activities we will send links to other websites, share videos and photos, set activities and lessons for you to access and use at home.

The screenshot shows the 'Memos' page. At the top, the navigation bar includes 'Observations', 'Children', 'Reports', 'Tracking', 'Memos' (circled in red), 'Activities', and 'Documents'. The main content area displays two memos:

- Literacy & Maths Apps**: Published for relatives, dated 11 Dec 2020 09:40 AM by Emma Maloney. The text says: "Hi everyone! I hope you are all well and have managed to view our YouTube videos. If you haven't just yet, here is the link <https://www.youtube.com/channel/UCoa0eT-uiWj9rBynNSdct4A/videos> Following...". It has 11 likes and 1 comment.
- Home Learning**: Published for relatives, dated 06 Nov 2020 09:00 AM by Emma Maloney. The text says: "Here is today's home learning, any issues just comment below. Phonics: Can you learn the new sound sh? <https://www.bbc.co.uk/bitesize/topics/zvq9bdm/articles/zhg8gwx> How many words can yo...".

The screenshot shows the 'Activities' page. The navigation bar includes 'Observations', 'Children', 'Reports', 'Tracking', 'Memos', 'Activities' (circled in red), and 'Documents'. A notification bell icon is also circled in red. A red arrow points from the notification bell to a text box:

You will receive a notification for any we set.

Another red arrow points from the 'Activities' tab in the navigation bar to a text box:

Click on the Planned Activities tab for those set by us.

The main content area displays two activities:

- Phonics**: Published for staff, relatives, & children, dated 11 Dec 2020 09:15 AM by Emma Maloney. The text says: "Hi Everyone, Following on from the Phonics video, here are the phonics cards and sounds for Phase 2 and Phase 3. Here is a link to the songs that we also sing to help us say the sounds correctly. h...". It has 8 likes and 2 comments.
- World Nursery Rhyme Week**: Published for staff, relatives, & children, dated 13 Nov 2020 06:30 PM by Emma Maloney. The text says: "Hi. I hope you are safe and well! Next week we are taking part in World Nursery Rhyme Week. Would you like to join in too? The homework for this week is to learning some Nursery rhymes and fi...".

## Documents

We may upload documents to Tapestry and make them available for you to view, download and use at home in lessons.

In order to do this, click the “Documents” tab on the homepage (1)

The screenshot shows the 'Documents' page in the Tapestry system. At the top, there is a navigation bar with tabs for 'Observations', 'Children', 'Care Diary', and 'Documents'. A red arrow points to the 'Documents' tab, which is labeled with a circled '1'. Below the navigation bar, there is a search bar labeled 'Search files...'. To the left, there is a 'Folders' section with a list of folders: 'Canteen Menus' and 'Newsletters'. To the right, there is a list of files under the heading 'All Files'. The list includes two items: 'Autumn 2 Menu' and 'Autumn 2 Newsletter'. Each item has a 'Download' button and a 'Passed Antivirus scan' status. A red arrow points to the 'Download' button for the 'Autumn 2 Menu' file. At the bottom right, there is a logo for 'Powered by TAPESTRY'.

**Folders:**  
The setting will organise documents into certain folders

**Search files:**  
Search for specific documents

**Download:**  
Download a copy of the document to your device

We hope you found this guide useful. If you need any further assistance, please contact your child's class teacher via the school's email address:

[bridgewater.primaryschool@salford.gov.uk](mailto:bridgewater.primaryschool@salford.gov.uk)

Thank you for your continuing support.