



## **Using the online Tapestry system to view and add observations for your child/children**

When your child starts attending our preschool, we will ask you for your permission to use an online system called Tapestry to capture photos of your child at play, assess your child's developmental progress using Early Years Foundation Scheme (EYFS) and prepare progress reports at the end of each term.

Tapestry is a very secure system, used widely by many nurseries, preschools and primary schools. There are many benefits of using this system, the main ones being able to communicate with you instantly and having a professional tool to maximise your child's developmental progress.

As soon as you give us your permission to use this system and provide us with your email address, we will set up your child in Tapestry and link her/him to all the email addresses you have specified. You will be using your email address and your own password to access information about your child only.

### **To set up an account in Tapestry:**

1. You will receive a "Tapestry Account Activation" email. It will contain a link to the online Tapestry system. This link will be active for 7 days only.
2. Click on the link and add your own password and a 4 digit PIN
3. You will be now able to view all observations for your child / children

### **Providing us with information about your child**

In order to get to know your child well and help her/him to settle in our preschool, we would appreciate if you could provide us with some initial information about your child.

1. Log in to Tapestry.
2. Click on **Children** tab (right hand side of the screen).
3. Select **About me** option underneath the photo of your child.
4. Select **Edit Child**.
5. Enter as much information as possible. You know your child best and this would help both of us and your child in establishing a good relationship and making preschool a positive experience from day 1.
6. Make sure you click **Save** when you finish



## Keeping in touch

*When an observation has been taken of your child, you will receive a "Tapestry Notification" email:*

1. Click on the link in the email.
2. Log in into Tapestry.
3. All observations for your child will be displayed in chronological order.
4. You can click on an observation to view it in more detail, see how it links to your child's development and add your own comments.

*You can also add your own observation to your child's folder:*

1. Click on **Add Observation**.
2. Enter the **Title** for your observation and **Notes**.
3. You can also attach a photo or even a video. Click on **Add Files** in **Add Media** section.
4. Select photo/photos or a video and select **Start Upload**.
5. Remember to click on **Save** at the end.