

Sunbeams Day Nursery

Hawkers Hill

Mitcheldean

Glos

GL17 0BS



Dear Parents and Carers,

We are pleased to announce that at Sunbeams we are 'MOVING WITH THE TIMES' and are going paperless with our Children's learning journeys, this letter will give details of what this will entail for us and you as parents. We are using an online educational package called 'Tapestry' a system which is hosted in the UK on secure servers. These servers are proactively managed 24 hour a day, each Tapestry account has its own database and the code itself is developed using hack resistant techniques. Filenames are encoded for upload of photos and videos, making Tapestry a safe and secure online learning journey tool.

By logging on with a secure username and password/pin, you will be able to view all your child's observations, photos and even videos of activities they are involved with in the setting. Once we have set up your account, you will receive an email allowing you to set up your own details enabling you to log in at home. You should also receive an email updating you when a new observation or piece of work is available for you to view. This will enable you to follow your child's progress closely and allow you to reflect on their achievements. Parents will be able to upload information to the app and keep us up to date with learning.

Staff will make comments based on their observations of your child and these will be used in our planning and assessments. We would like to mention that observations will be made on the spot by your child's key worker, so there could be spelling mistakes or errors made due to typing and we ask that you bear this in mind when reading observations! Please note that parents will only have access to their own child's learning journey.

E-safety is extremely important to us at Sunbeams, therefore we ask you to provide us with the following information and to sign the agreement attached to show that you understand and agree with our guidelines. Please return as soon as possible, once we have received your reply we will set up your account and you will receive an email to complete the set up and further information on how to start on 'Tapestry'.

If you do not have access to e-mail your child may still have an online learning journey which we will be able to share with you at a mutually convenient time, if you have any queries regarding any of the information given please do not hesitate to speak to me, we are sure you will love this new way of viewing your child's achievements as much as we do!

Yours sincerely,

Sharon Hale.



# TAPESTRY

ONLINE LEARNING JOURNAL

## **Frequently Asked Questions**

### **Why use an online system?**

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

### **How do I get onto the system?**

If you consent to us using Tapestry for your child, we will set up an account for you and you will receive an email to complete the set up, making yourself a password/pin.

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>

It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

### **I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?**

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key worker to come into school. You will be provided with access to your child's account and support if needed.

### **I am not very confident with computers or the Internet. How can I access Tapestry?**

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

### **Why do you need my email address?**

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

**Tapestry – An Online Learning Journal**

**Permission Slip**

**Child's Name:** \_\_\_\_\_

**Class** (please circle):    The Little Butterflies / The Busy Bees / The Learning Ladybirds

- I do/ do not give permission for an online Tapestry Learning Journey to be created and maintained for my child.
- I do/ do not give permission for my child's photo to appear in any group photos used in Learning Journeys.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

The email address I wish to use for my Tapestry account is (Both parents/carers is acceptable):

\_\_\_\_\_

Please use \_\_\_\_\_ (first and surname) as my username.

**Parent/Carer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this slip to your child's teacher or key worker as soon as possible.