

Dear Parents/Carers

We hope you will find this a useful tool in keeping up to date with your child's progress and how we will support your child's learning during their time at pre-school we very much hope that you will share information with us too via this tool.

As per the feedback from the questionnaire we have drawn up an information sheet about how to access and use Tapestry as a parent.

User Guide:

Your account has already been set up for you, either open the website by <https://evlj.org> on your computer or by downloading the Tapestry Mobile App to your mobile device such as ipad, iphone or smartphone.

Computer: You will be able to change your password if you wish once you have logged in, you will see your name on the top right hand side, selecting this will give you the option to 'edit preferences', you can change your email and password here, you will receive an email alert when a new observation is added, this can also be changed by editing your preferences.

Mobile App: To change your settings as above, click the 'cog' on the bottom right hand side.

Viewing your child's Learning Journey: Once logged in you will see a link to your child, and observations will appear here, you can add your own comments here, which will feed back to the key person.

Adding an entry to your child's Learning Journey: Click the 'Add Observation' (or '+' on the App version), you can add a title and comment in the relevant boxes and upload a photo or video clip by choosing the 'Add Media' option, after saving your observation you can return to the home screen by selecting 'home'.

Frequency of Observations: We aim to complete one observation per child per week. Each member of staff has a number of key children, with varying hours therefore this would not make it possible to complete observations per session. If you have any concerns or would like to discuss anything with your child's key worker please do not hesitate to do so as we have an open door policy at all times with all our parents.

We hope you find this information sheet useful and if you require any further assistance with Tapestry please do not hesitate to speak with me

Kind regards

Tamlyn Rodrigues

Manager, Hackleton Preschool