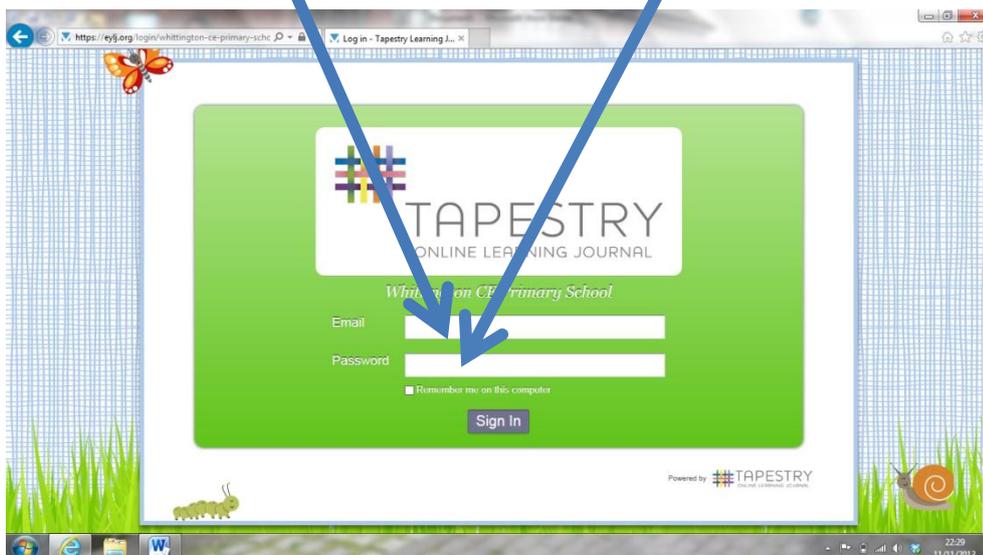


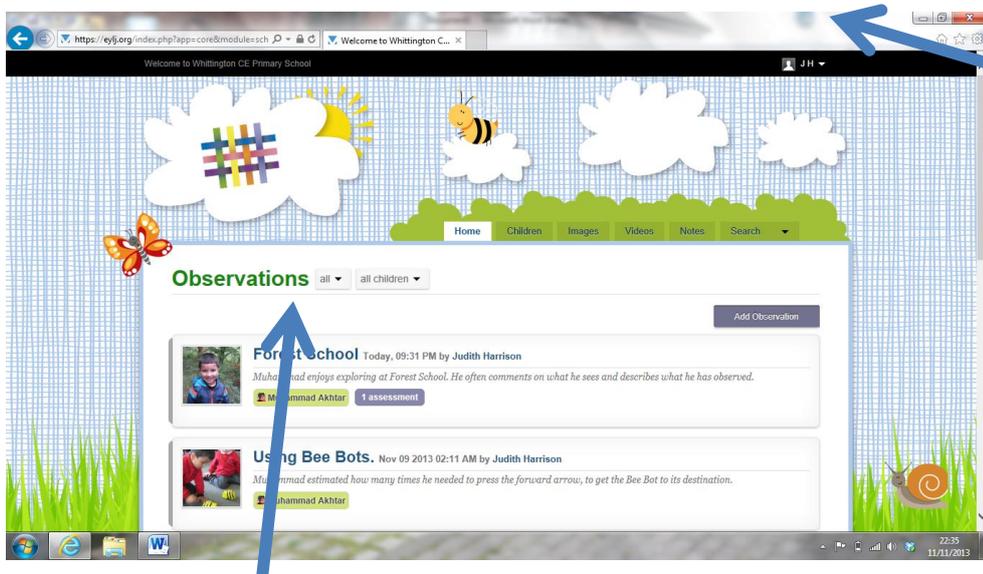
Dear Parents and Carers,

Thank you for returning your email contact details to allow us to set up access to your child’s online ‘Tapestry’ learning journey. Over the weekend you should receive an automated email with a link which you need to follow to access your child’s Learning Journey. Follow the e-mail link which will direct you to a secure portal to be able to set your own password and pin code; this is a much more secure way of you accessing your child’s learning journey than us generating passwords for you. Please make sure you remember your password and keep it safe! The website address is www.tapestryjournal.org

1. Sign in using your e-mail address and your password. You can use these details to sign in to your child’s Learning Journal at any time, not just when you have an e-mail.



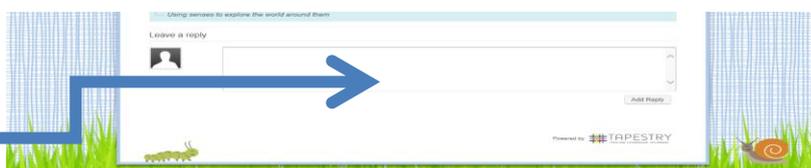
2. When you have signed in you will see the observations for your child.



3. To log out at any time, click on your name and choose ‘log out’ from the drop down menu. You can also change your password here by choosing ‘Edit Preferences’.

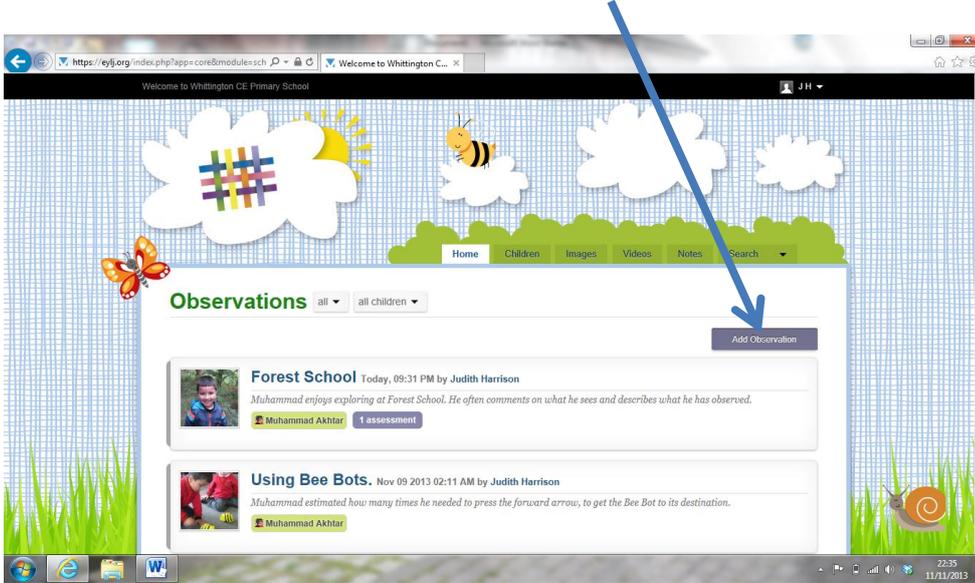
4. Click on an observation title to see the attached photographs and comments.

5. In each observation you can scroll down the page, and you will have the opportunity to add a reply.



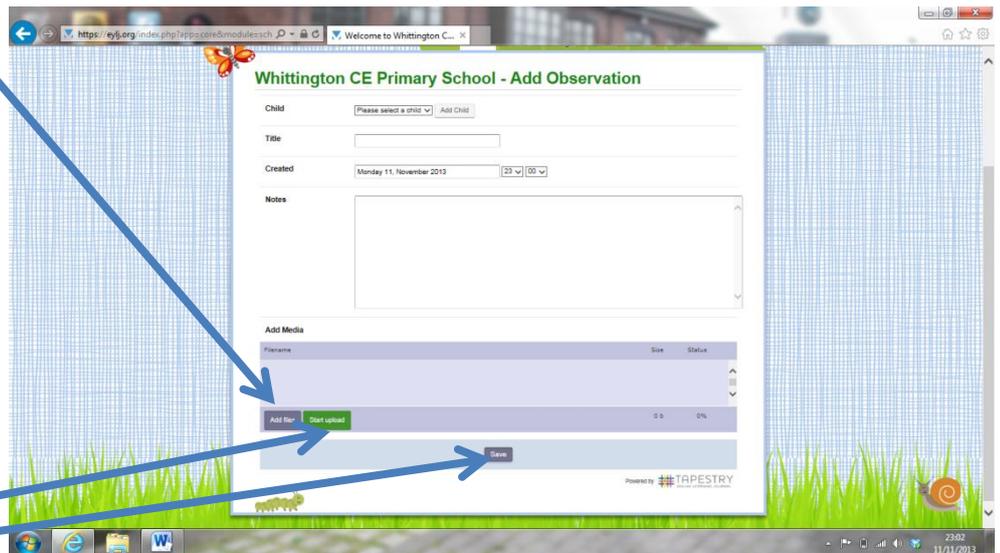
You can also add your own observations.

1. From your child's page, click on 'Add Observation'.



2. Add your observation on the following page by completing each part.

3. To add a photograph or video click on 'Add files' and find the photograph or video you want to add.



4. Then click on 'Start upload'
5. Finally click on 'Save'

Whenever we add a new observation for your child you will get an email notification so please do log in and find out what they have been up to.

We do hope you will enjoy using Tapestry; as always if you have any questions or difficulties please do ask.

Many thanks for your support,

Miss Emma Cother

Early Years Team Leader