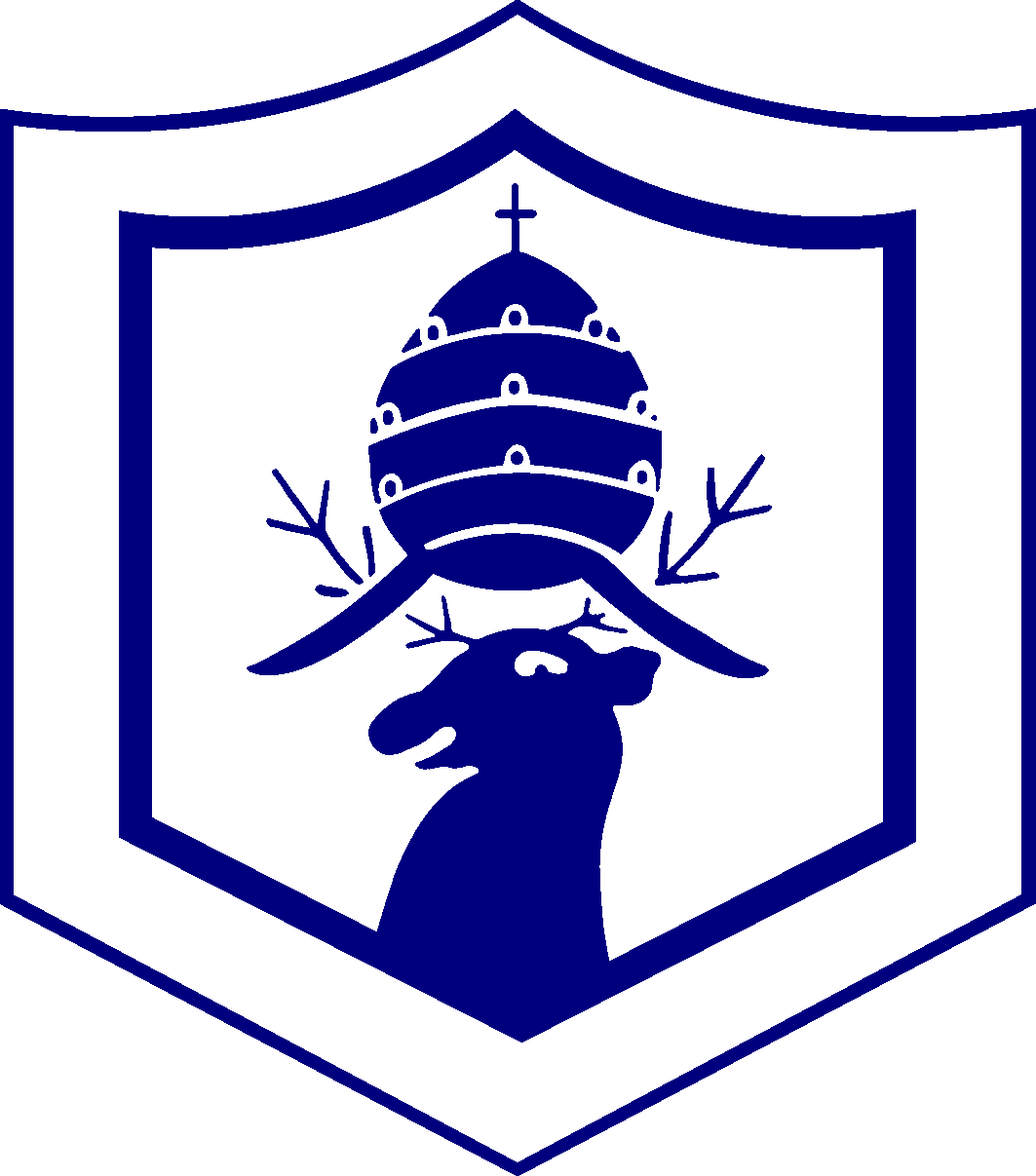
**POPE PAUL CATHOLIC PRIMARY SCHOOL**



***Headteacher Mrs E Heymoz***

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**Tapestry Guide for Parents – website**

[](https://tapestryjournal.com/s/pope-paul-catholic-primary-school/observations)

Dear Parents and Carers,

All children attending Reception at Pope Paul Primary School have a personal online Learning Journey which records photos, observations and comments in line with the Early Years Foundation Stage. This enables us to build up a record of each child’s experiences, learning and achievements during their time with us.

We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK. You will have password protected access to your child’s online Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments of their learning development and experiences at home. You are also able to comment on observations made by Pope Paul staff.

If you do not have access to the internet at home or work, we can also provide access to a school laptop that can be used to view your child’s Learning Journey.

**Getting Started**



Website address: <https://tapestryjournal.com/>

If you have provided the school with an email address, you have already been sent the link to activate your personal login.

Observations

Once you have successfully logged in. You will be taken to the home page. Here you will be able to see your child's observations in chronological order. This list will grow throughout your child's time in Reception.

If there is a specific observation that you are looking for, you can search for a code word in the search bar.

As well as see the observations made in school, you are able to contribute from home- which we would love you to do. In order to add an observation, you first need to click on the blue 'Add Observation' button. This can be found on the home 'Observations' tab.



Once you have clicked on it, you will be taken to a new page. Here you will need to pick your child/children from the drop down list, add a title, and then you can add some notes and media. Don't forget to press 'Save' at the end! You are also able to make comments on observations added by staff, or simply use the ‘like’ button. This works in the same way for staff. Please keep in mind when commenting, that when your child’s Learning Journey is exported to PDF at the end of the year, your comments and those made by staff will also be included.

**Edit Preferences**

You can find this by clicking on your name in the top right hand corner and choosing it from the drop down list. This drop down list is also where you log off from (though it will log you off automatically if you close the page or are inactive for an hour or more).

From here you are able to change your current settings.

**Tapestry Apps**

There is an app for both iOS and Android. If you search either in the App Store or Google Play for ‘Tapestry’, you will be able to download it for free. (We find the app much easier to use)

Once downloaded, you will be able to login as you would for the website. You will be given the option to select your child, add notes and include photographs. You may find this easier than the website, as we so often use tablets and phones to take photos rather than cameras.

If you come up against any problems with accessing your child’s Learning Journey then please come and ask one of the Reception Team. We look forward to sharing your child’s experiences,

Kind Regards,

The Reception Team.

***‘Learning in the Light of Christ’***

