



## Parsons Heath

Church of England (Voluntary Controlled) Primary School

TEMPLEWOOD ROAD, COLCHESTER, CO4 3EZ

TEL: 01206 860612 FAX: 01206 791174 Email: [office@parsonsheath.essex.sch.uk](mailto:office@parsonsheath.essex.sch.uk)

[www.parsonsheathprimary.org.uk](http://www.parsonsheathprimary.org.uk)

19<sup>th</sup> September 2018

Dear Parents/Carers/Guardians,

Starting from next week, all children will have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us. We are using **Tapestry**, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos, videos and comments, or commenting on observations made by us at school.

We are asking all parents to provide an email address. Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). Login using your email address and the password. Once we have your email address, we will send you an email with a link to create your own password.

To change your settings on a computer, look to the top right of your screen and you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting. To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

### Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'. When uploading videos, please insure that they are no longer than 30 seconds each. Tapestry cannot upload videos much longer than that; though you can upload multiple videos to the same post.

On **Tuesday 2<sup>nd</sup> October** straight after school, we are inviting parents to come in for an information session on Tapestry. We can look through it together and we will try our best to answer any questions that you may have.

Yours faithfully,

Miss E Acheson and Mrs A Godfrey  
Foundation Stage Teachers

belonging

respect

compassion

endurance

friendship

trust

Headteacher:  
Mrs Claire Newson





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In order for us to set up an account for you, we require the following information. The account will be set up for you and an email will follow with instructions on creating a password.

**Childs name:** \_\_\_\_\_

**Parent name and relation to child:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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