



The Southwater Infant Academy

“Growing, Learning and Succeeding Together”

How to set up your Tapestry account

All the children in the Early Years Foundation Stage (EYFS) have a personal on-line Learning Journey which records photos, observations and comments, in line with the EYFS stage, to build up a record of each child’s 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 on-line Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments, or commenting on observations made by us.

Where do I start?

When you receive your login and password go to <https://tapestryjournal.com> on your computer, or if you have an iphone or ipad, visit the itunes store and download the ‘Tapestry Journal’ app from the Education section. You will be provided with a password to gain entry to your child’s Learning Journey. We strongly recommend that you change your password on your first visit.

Changing my settings

On the computer

At the top right of your screen 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 request an email to be sent to you whenever a new observation is added to your child’s Learning Journey – just tick the relevant box if you would like to add this function.

On iphone/ipad

To change your settings on the iphone/ipad app, click the ‘you’ button on the top left hand side of the application. This enables you to change password, email address and/or pin.

Viewing my child’s Learning Journey

You will see your child’s observations on your home screen – 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. You may also want to look through the photographs with your child and chat about what they did. You could quote your child’s comments. You can display all entries, or entries for particular time frames or media types by using the drop-down tabs on your home screen (PC) or by selecting ‘filters’ at the bottom of the screen on the app.

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’.

PLEASE NOTE: The on-line learning journey is used to record your child’s learning and not as a general communication tool between school and home. All other matters, queries, questions etc should be discussed with staff in the usual way.

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