



**Archbishop Courtenay**  
**Church of England**  
**Primary School**

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**Headteacher:** Mrs S Heather  
**Chair of Governors:** R O'Connell

June 2022

Dear Parents/Carers,

At Archbishop Courtenay Primary School, we use an online learning journey called Tapestry. All children in Reception will have a personal on-line learning journey which records photos, videos, observations and comments, in line with the Early Years Foundation Stage. This enables us to build up a record of your child's experiences during their time with us.

You will have secure access (via email address and password) to your child's Learning Journey. This will allow you to view our contributions and we will also encourage you to add to it by uploading photos and comments, or commenting on observations made by us. This will then build a complete profile of your child's learning journey whilst in Reception.

Please could you complete the permission form, including your name and the email address that you wish to use to access your child's profile. Please note, you are able to have more than one email account linked to your child's profile. Once I have received this in September, a link will be sent to you directly, enabling you to set up your own password. You will then be emailed a direct link so that you can access your child's account.

Please return the permission slip, at the back of this letter, to school by 22<sup>nd</sup> July 2022.

Kind Regards,

Mrs Eades

Early Years Lead



**The Diocese of Canterbury Academies Trust**

Unit 33, Folkestone Enterprise Centre, Shearway|Business Park, Shearway Road, Folkestone Kent CT19 4RH

Registered Company N°. 9035788

Registered Office Address: Diocesan House Lady Wootton's Green Canterbury CT1 1NQ

## How can I access Tapestry?

Tapestry is available for your iPhone, iPad, Android and some Amazon Fire devices.

## Where do I start?

Once you have given us an email address, we will set up an account for you. You will be sent an activation email, you need to follow this to complete setting up your account.

Go to <https://eylj.org> on your computer, or if you have another device visit the app store and download the **Tapestry app**.

Login using your email address and the password. We recommend that you change your password on your first visit.

## Viewing my child's Learning Journey

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'.



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# Tapestry – An Online Learning Journal

## Permission Slip

Child's Name: \_\_\_\_\_

As a parent I will...

- **Not** publish any of my child's observations or photographs on any social media site.
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friend's learning journal account and I may see pictures of my child's friends on my child's personal account.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- I agree to the above guidelines and have read accompanying information sheets.

The email address I wish to use for my Tapestry account is:

\_\_\_\_\_

Parent/Carer's Name \_\_\_\_\_

(first name and surname)

By signing and returning this form and providing us with an e mail address you agree to us creating a Tapestry online learning journey for your child.

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this slip to the school as soon as possible.

