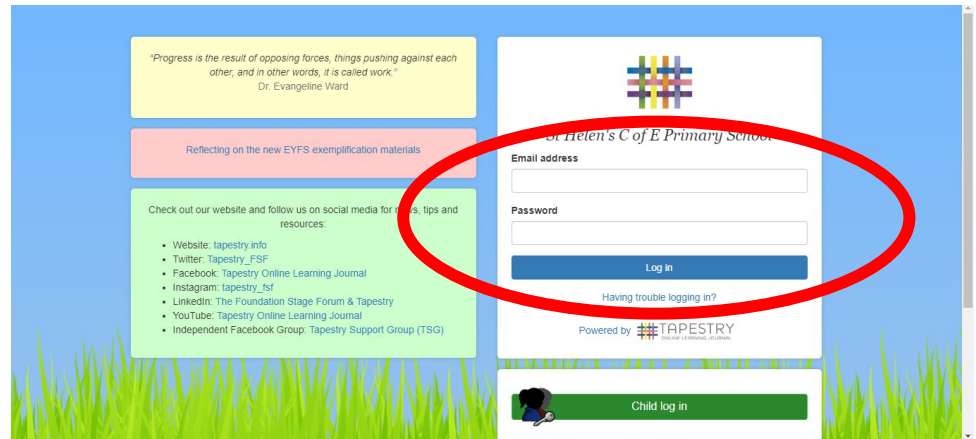


## A Guide to using Tapestry at Home

Tapestry website: <https://tapestryjournal.com/s/st-helen-s-c-of-e-primary-school>

Login using your email and password. You will then be taken to the Home Page where you can view observations made by school staff.



To add a new observation click the **+ Add Observation** button



Once you have clicked **+ Add Observation**, you will arrive at this page. Start by selecting your child from the drop-down menu, add a title for your observation and any comments you would like to share with us.



You can add photos and videos (max 1 min length) under the Media and Documents heading. Click 'Add Files', select your chosen media and then press Open to add them. Once you have added all of your photos and videos, press the green 'Start Upload' button.

Media and Documents

Size limits: Each video must be less than 10 minutes and 5GB; each audio file must be less than 30 minutes and 5GB; each document must be less than 100MB.

Drag and drop files here or use the [Add Files](#) button below

[Add Files](#) [Start Upload](#) [Delete Selected Media](#)

Once the files have finished uploading, you will see a blue 'uploaded' bar next to your attachments. Note: videos can sometimes take longer to upload, you may receive a notification when they have finished uploading.

When everything has been uploaded, press the save button at the bottom of the page.

[+ Link Observation](#) [+ Link Reflection](#) [+ Link Planned Activity](#) [+ Link Activity from Our Collection](#)

Click "Save" to save your observation and view it.  
Click "Save & Add Another" to save this observation and immediately start adding another.

[Save & Add Another](#) [Save](#)

## **Observations by School Staff**

At St Helen's CE Primary School, we use Tapestry as one of several forms of assessment. We observe and record key or 'WOW' moments in your child's development.

This is a quick outline of how we do this for your information.

1. We write a record of what we saw your child do.
2. We try to quote the child accurately using the exact language that he/she used.
3. Sometimes we also note the progress or comment on the learning demonstrated.
4. Sometimes we will write next steps so you know what to focus on with your child at home.
5. We will use the Tapestry 'flag' system to pinpoint which areas of learning are associated with the observation. For example, physical development and literacy.

## **Observations by Parents**

One of the fantastic features of Tapestry is that parents can also add observations/wow moments from home to your child's journal. This is a great way of supporting us in assessing your child outside the school environment, it also provides us with opportunities to celebrate any achievements your child has made at home. Staff follow the guidelines above to ensure that the observations we make are **purposeful** and **detailed**, in a similar way we would appreciate it if you could follow the guidelines below.

1. Add a title to your observation to summarise your moment e.g. Feeding the ducks.
2. When writing your observation keep it simple. Try and record what your child said in their exact words and then comment on why this is a wow moment e.g. 'X was excited to feed the ducks, she said "Look that duck is big than that duck". X is starting to point out the differences between different objects.' 'X went to her cousin's birthday party, she spent lots of time bouncing on the trampoline without help and taught her cousin how to jump and turn around at the same time.'
3. If you wish, you can then add a photo or video to your observation (please keep videos to a maximum of 1 minute in length).

## **Commenting on observations by School staff**

When you read the observations by school staff there is an option for you to leave a reply. Perhaps your child has done something similar at home or is showing particular interest in the topic of the observation - if so we would love to hear about it. If we have written a next step then you can also reply to the observation telling us about how your child got on at home e.g. 'X loved talking about this painting at home and could tell us how she mixed the colours to make orange'.

### **Remember:**

- Any publishing of staff observations from Tapestry onto social media is strictly prohibited.
- Come and speak to a member of staff if you are unsure about how to use any of the Tapestry features.
- Celebrate your child's development by sharing the learning journal with them at home, we are sure your child would love to talk about what they have been learning at school.
  - We will be especially interested to hear about your child's progress in relation to targets we set and share with you.

### **Home Learning on Tapestry:**

Whilst there are no requirements for homework or home learning to be set in the EYFS, we will occasionally post activities and tasks that can be completed at home to further support what your child has been learning in class.

We would be very grateful if you could take some time to support your child to complete the tasks when they are set. You can then upload photos or videos of your child's work directly to Tapestry, by following the instructions above. We can then see your child's home learning in school and comment on how they've got on.

If you ever have any questions or problems with uploading your child's home learning or wish to discuss the work set, please feel free to talk to a member of staff from EYFS.