Sutton Valence School

Little Lambs Nursery
littlelambsnursery.org.uk

Preparatory School
svs.org.uk

Tapestry
Parents' Guide

TAPESTRY
ONLINE LEARNING JOURNAL

Contents

Introduction

In Little Lambs Nursery, we use an online journal called Tapestry. This will help us gather information about your child before they start with us, using the 'All about me' section. We also document your child's development and progress with observations, pictures and videos.

Three times a year, we update your child's progress review, which helps you to see development milestones and what we think will be their next steps.

When your child joins Little Lambs Nursery, an activation code will be sent to your family email address. The activation email is sent in the two-week settling period, and this must be activated within 24 hours, otherwise the code will have to be resent. Please do not worry if you cannot activate it within this time period, just let one of the team know so we can send another activation code.

This guidance booklet contains instructions on how to use your child's online Learning Profile. The Tapestry application can be accessed here - https://tapestryjournal.com/.

All about Me

This section is a fantastic way for the staff to gain immediate insight into your child.

You can detail your child's likes, dislikes, toileting, sleep routine and much more.

Please do take the time to fill this section in prior to starting in the Nursery. We would encourage you to fill this in during the first week of the settling two-week period.

How to find this section:

Children > > **Click on child's name** > > **Click on 'About Me'** > > **Click on 'Edit About**
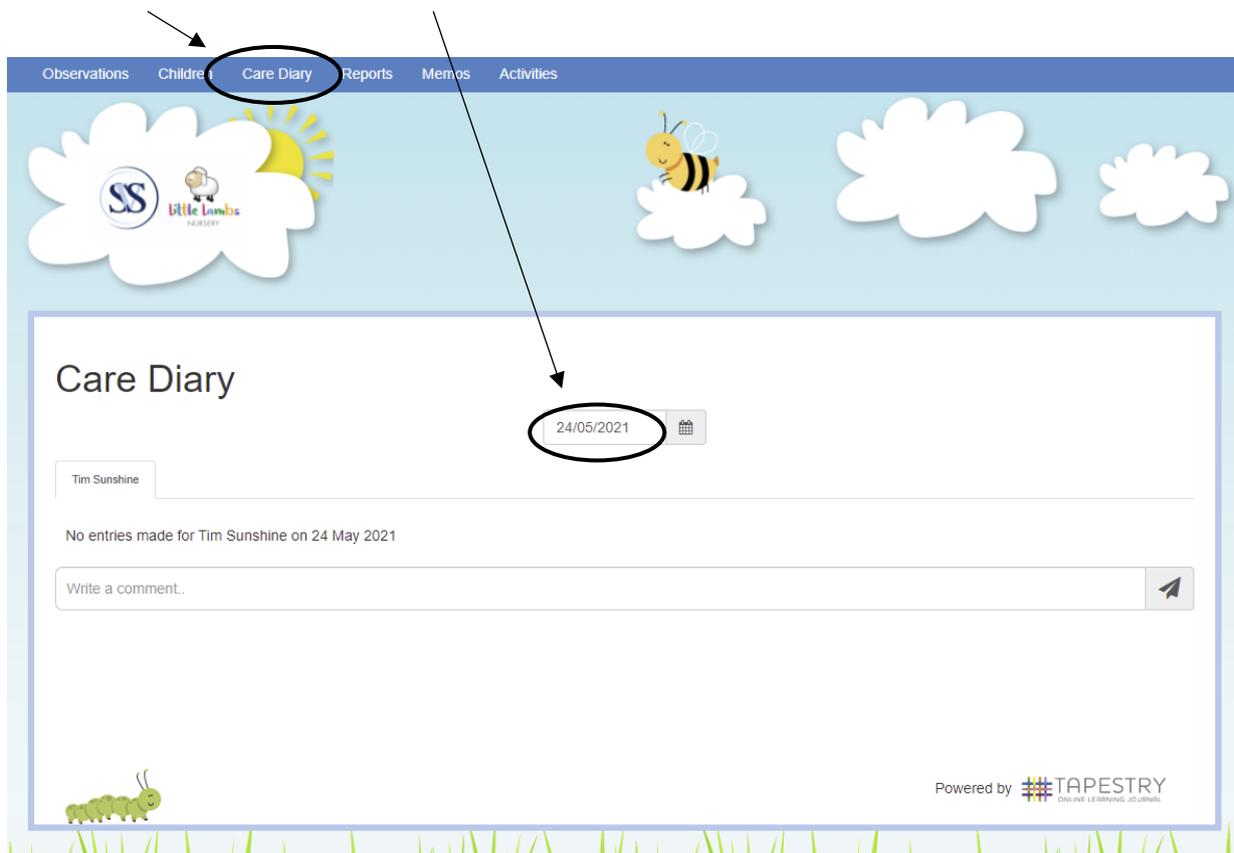
Care Diary

This section will be populated once your child has started in Little Lambs Nursery.

The Care Diary is used for children in Little Steps. It is used to document how much your child has eaten for their lunch, any nappy changes or toilet accidents, whether they have napped and for how long, as well as any other information we feel you need to know. We will tell you what they had for tea when you pick them up that evening.

The care diary can only be viewed via a web browser, not through the app. We have approached the company to ask for it to be amalgamated onto the app, however this has not yet happened.

How to find this section:
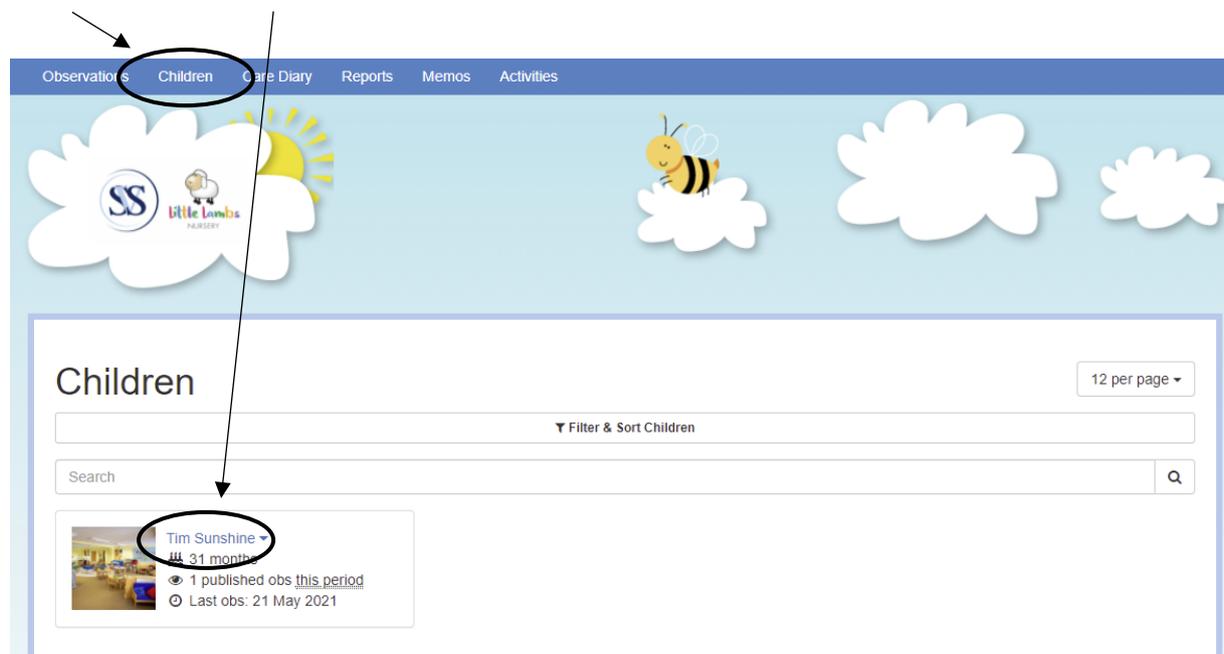
Care Diary > > **Click on calendar to choose date**

Children

You will find a photograph of your child(ren) under this section. Clicking on the photograph or name will enable you to view the Learning profile, which you can see below. All the teacher's observations from the previous terms can be viewed here.

How to find this section:

Children > > **Select name**

In Little Steps and Young Climbers, the staff will add observations during the week to give you an insight into their learning that week. Sometimes, there might be one observation and other times a flurry of activity. This just means we are taking the opportunity to play and interact with the children, rather than observing.

Adding an observation to their profile

To add your own observation, click on the 'Add New Observation' button.

Add a title to your observation and any notes to describe what happened during your observation.

Upload any photos or videos of the observation:

- Click 'Add Files';
- Select the relevant files(s) from your personal folder;
- Click 'Start Upload'.

Click 'Save' to record the observation - your observation will now be available on the Home Screen under the 'Observation' tab.

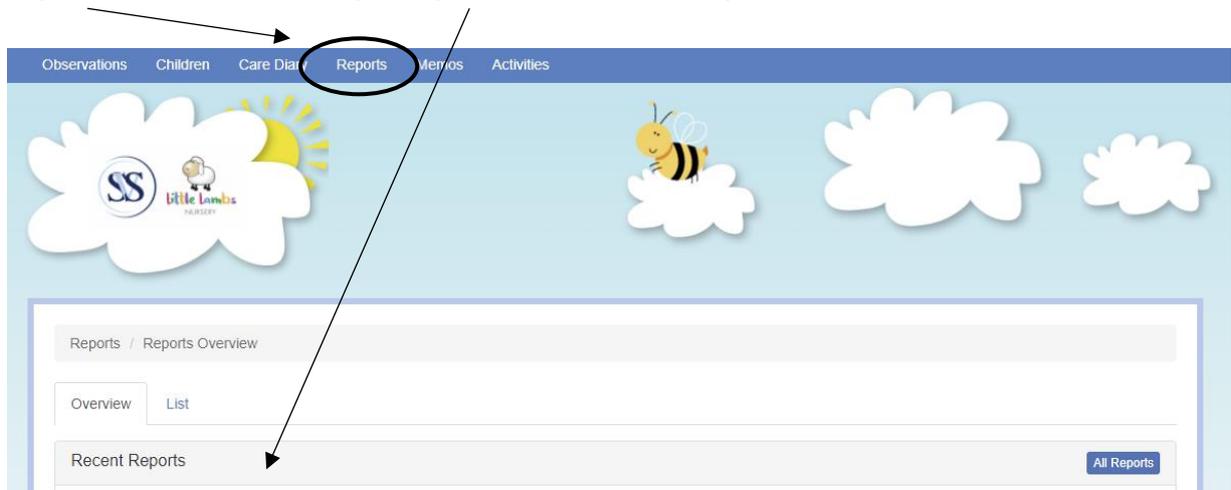Note: Parent observations will be available immediately.

Reports

During the year, there are three points when staff will share your child's progress and next steps. This is called a Progress Review. These reviews tend to be March, June and November.

For our two-year-olds, at the midpoint of their year, they will have an integrated two-year check. This will be completed instead of the Little Lambs Progress checks.

You can see the full report, including Observations linked with each area of development. You can also print a copy of the report.

How to find this section:

Reports > > **under Recent Reports, you will see all active reports.**

Changing your password

Click account name > > **Edit preferences** > > **Change your password**