12th January 2021

Dear Parents/Carers,

**Tapestry**

To access this please follow the instructions below:

* You will receive an email - create your Tapestry login
* Activate account by clicking on the ‘create your password’ link
* You will receive an email to confirm account activation
* Click on the link to take you to your tapestry journal account
* When you receive email with notifications, click on link to take you to TapestryJournal.com

Alternatively download the App on your phone or tablet to access your Tapestry account, you will be asked to set up a pin number.

**Adding observations**

We would like you to contribute to your child’s Learning Journey by adding your own ‘Home Learning’ observations when your child has completed an assignment. Please following these instructions:

Website

* Click add observation
* Select children – click on your child’s name
* Click done
* Add title
* Add notes

 e.g. Jack knows some facts about penguins; he knows that penguins eat fish, krill and squid.

* Click on add files to upload a photo/video which will need to be saved on your laptop.
* Click on start upload
* Click on save

The observation will not appear on your child’s account immediately as it requires authorisation. We will read and ‘like’ all observations and add comments to some observations.

Phone/Tablet

* Click on the + sign
* Tap on pick children and tap done
* Add title - WOW moment
* Add notes as above
* Select option to take photo/video or add from library
* Tap done
* Picture should appear on screen
* Tap on upload

Should you have any queries please do not hesitate to contact us.

Yours sincerely

Mrs R. Brown

Foundation Phase Leader