



Staff Profile

Web Guide

www.tapestry.info

Celebrate every day

Wherever you are



Welcome to **Tapestry** - the original and leading Childhood Education Platform for nurseries, childminders, and schools to nurture partnerships with families and support children's learning and development.

This guide aims to familiarise you with the web version of Tapestry.

For in-detail explanations of each feature, please visit our [tutorials page](#) or click on the underlined features throughout the guide.

You must have an active **full staff** or **PIN only staff** Tapestry profile before logging in and using Tapestry. If you don't have a profile, please speak to a manager already in your setting/school's Tapestry account.

You can also reach out to our support team at customer.service@eyfs.info.

The Tapestry Team



www.tapestry.info

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Tapestry on your desktop

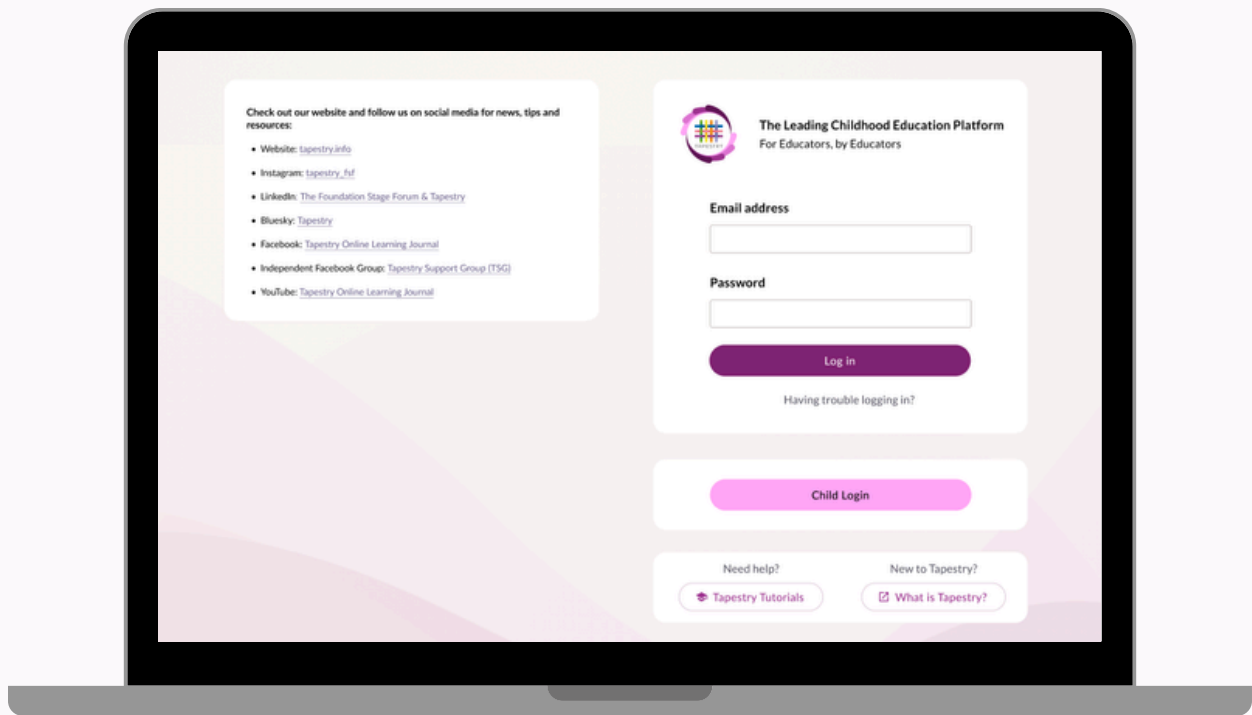
For the full experience



Access all the available features

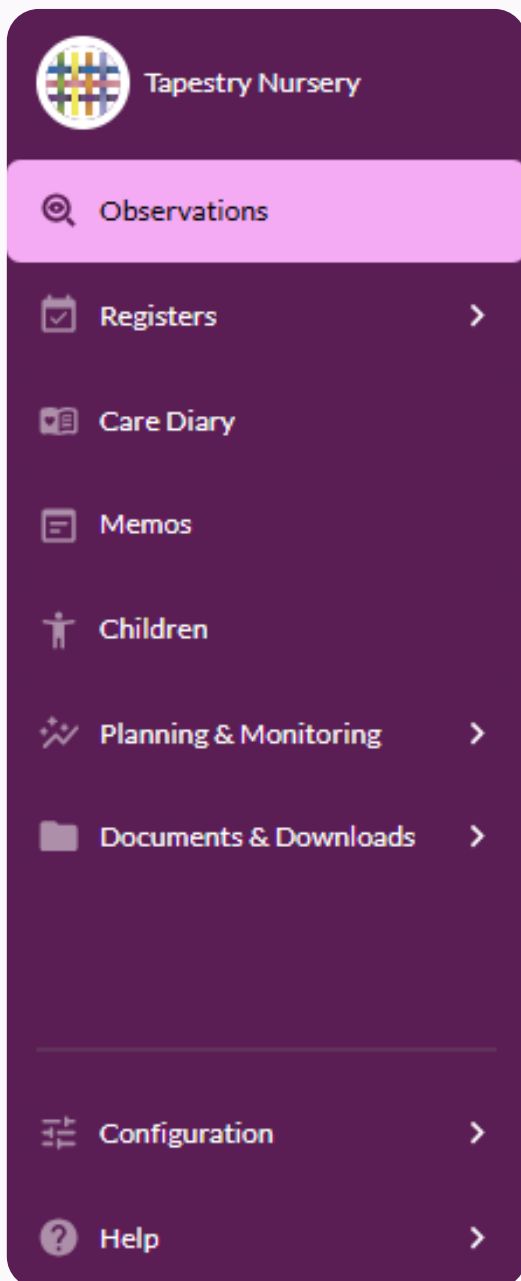
Whilst the Tapestry App is great for everyday on-the-go usage, the browser version provides a few extras you might find helpful. You can log in to the web version from any device, including phones and tablets, by navigating to www.tapestryjournal.com from your preferred browser (e.g. Chrome, Safari, Firefox, etc.).

Tapestry Tip: Bookmark www.tapestryjournal.com to navigate to the login page quicker, and set up **multi-factor authenticator** for extra security.



Tapestry on your desktop

For the full experience



The left-hand side menu

Find your way around all the **features** and **settings**.

Tapestry Tip: If something that is mentioned in this guide doesn't appear on your menu, this means it **hasn't been turned on yet** or **you haven't been given permission to access it**. Please speak to a manager in your account if you believe you should be able to use or access a specific tool.

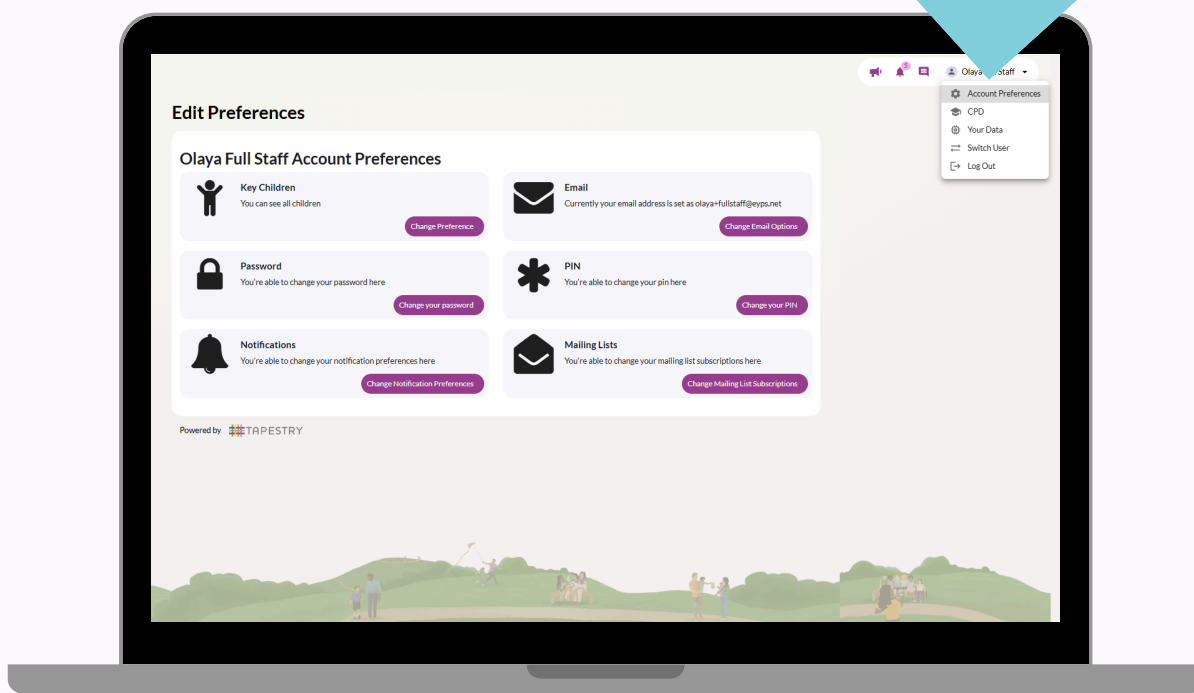
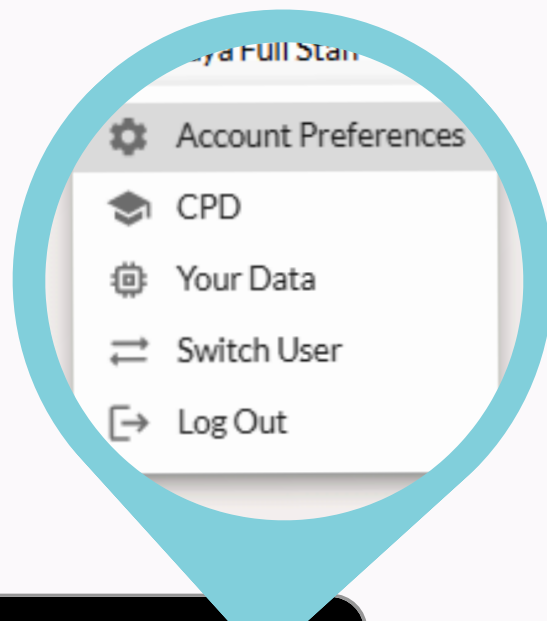
Make Tapestry your own

Bespoke set-up



Your profile drop-down

From changing your profile preferences (e.g. notifications) to logging out - your personal admin is all here.



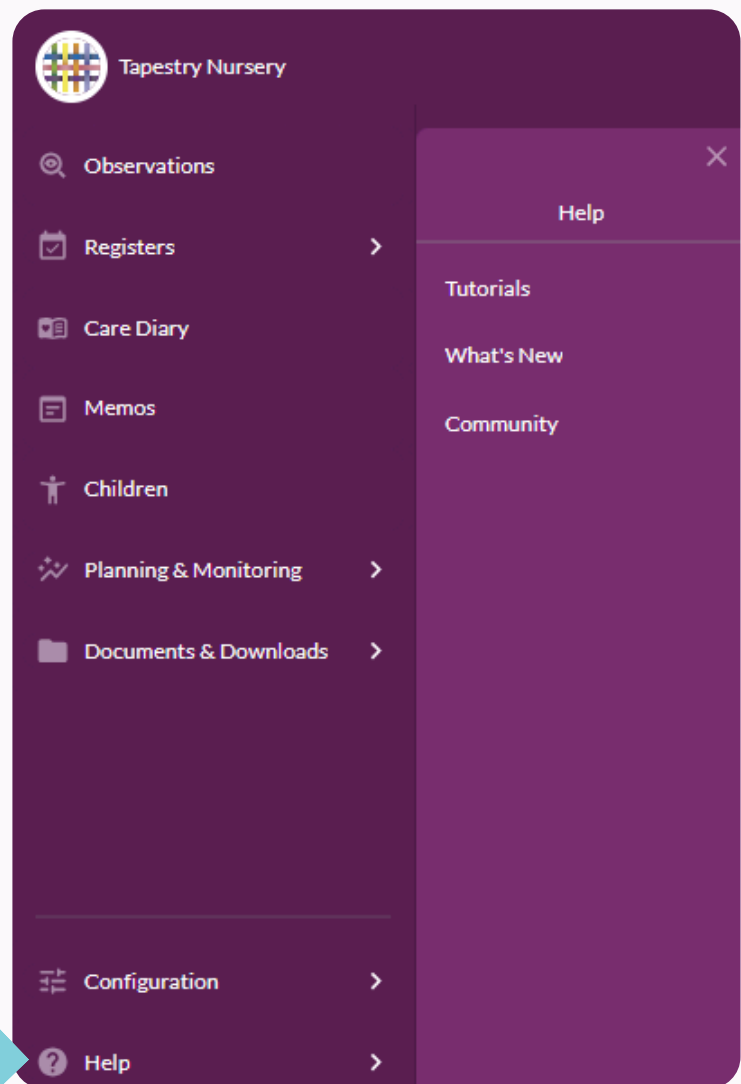
Get support right when you need it



Help

Help gives you access to key information and support:

- **Tutorials:** Learn how to use all of Tapestry's features.
- **What's New:** Keep up to date with new developments.
- **Community:** Join the conversation at the Foundation Stage Forum. Your membership is free with your Tapestry account.



Help

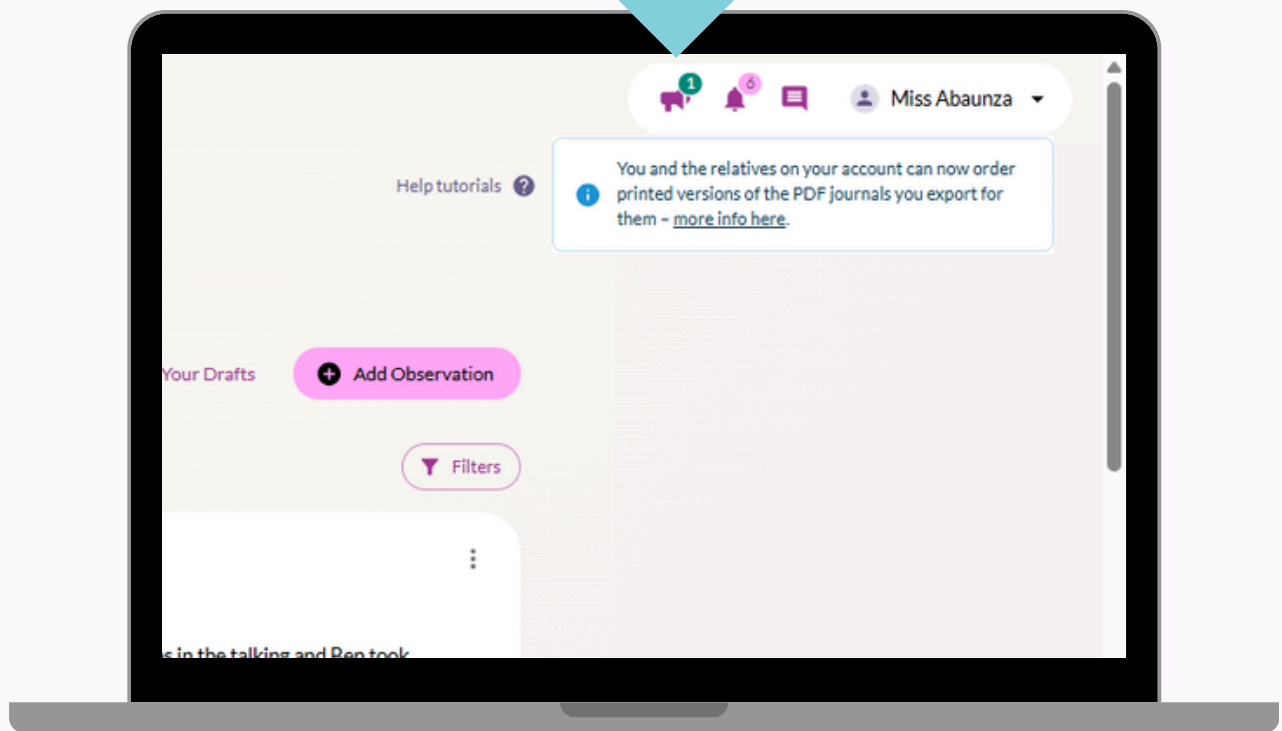
Stay updated

Tools to keep in the loop



Announcements

This is *our* way of communicating with you. Through Announcements we'll let you know about the information we think it's important you are aware of, such as expiry reminders and new feature announcements.



Stay updated

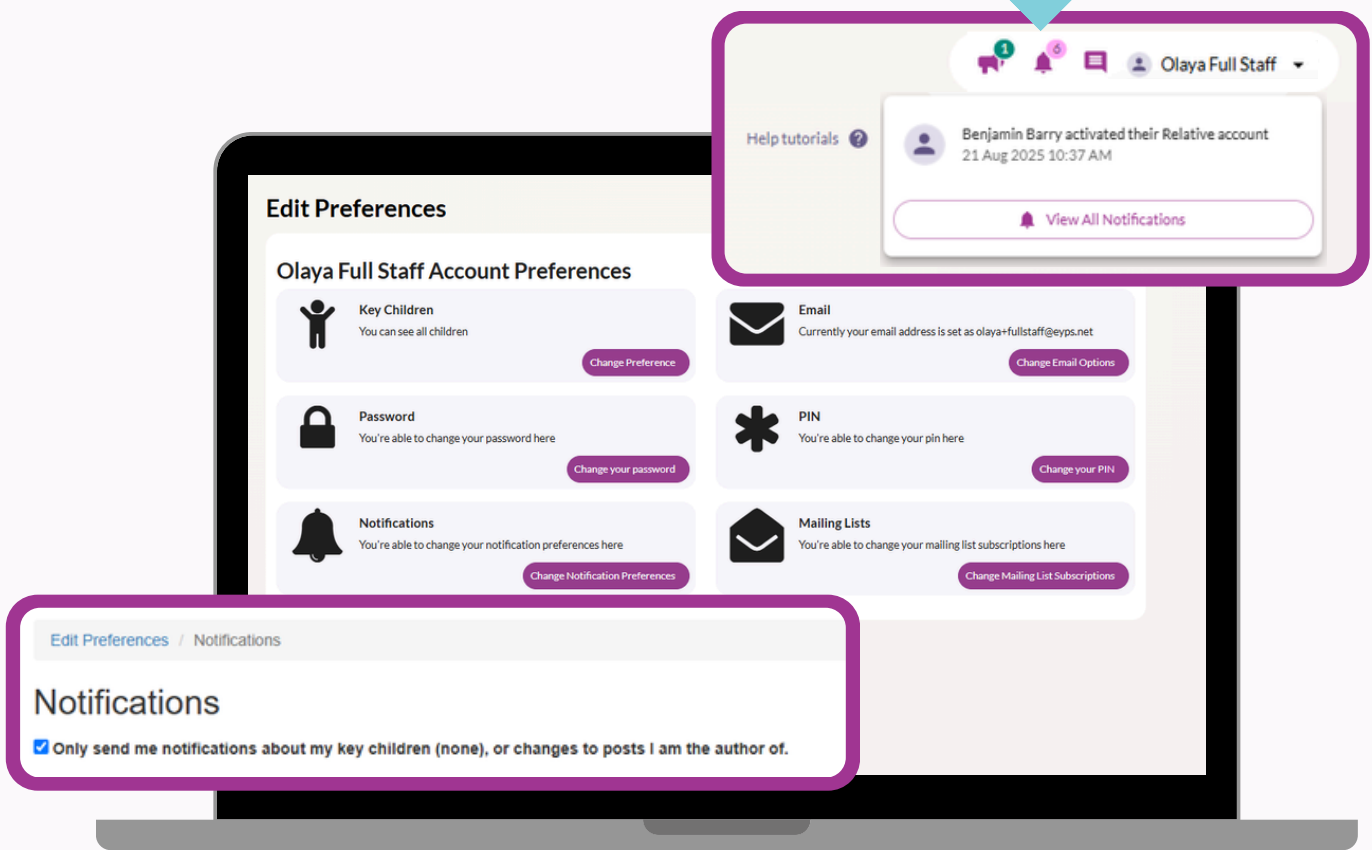
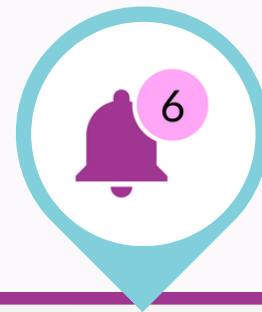
Tools to keep in the loop



Notifications

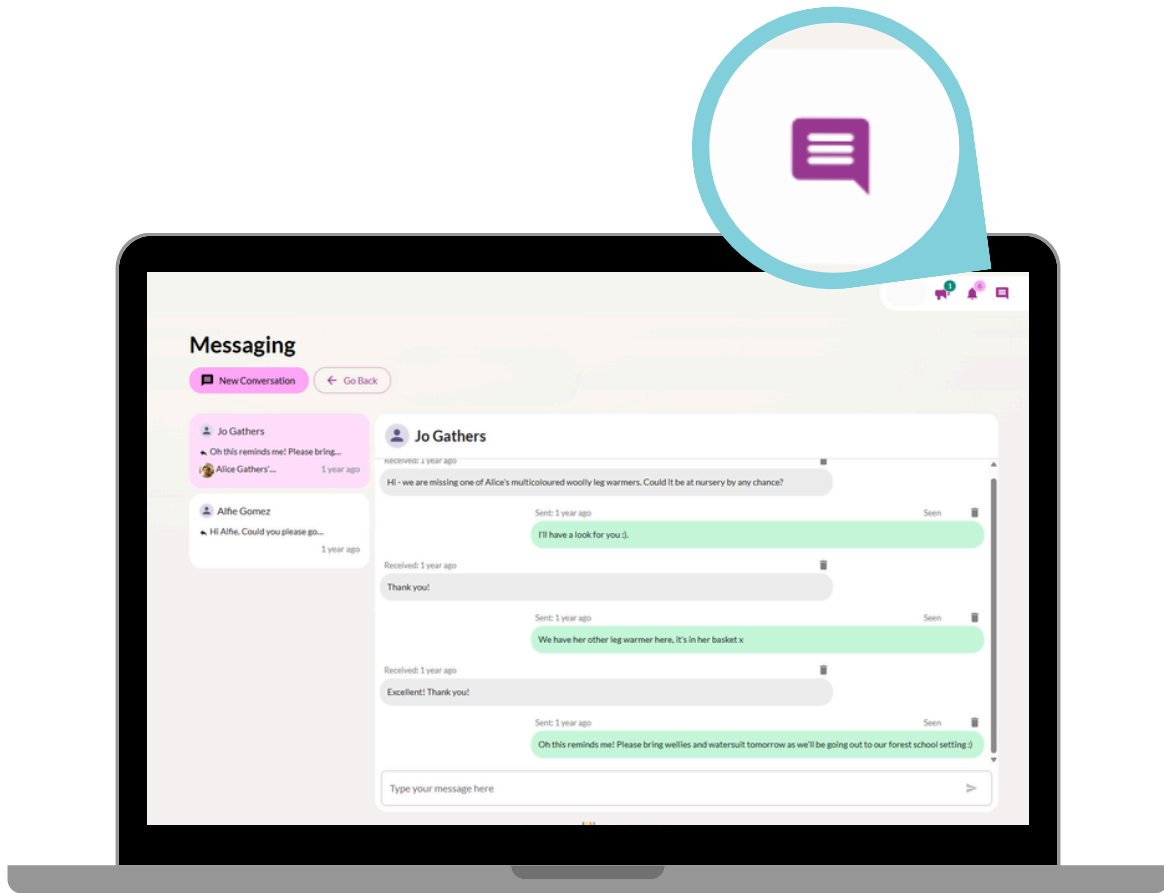
Be the first to know with **email**, **in-app** and **push notifications**.

Tapestry Tip: Manage your notifications from the 'AccountPreferences' area. You can also limit your notifications to those about your key children.



Stay updated

Tools to keep in the loop



Messaging

Direct and secure messaging for everyday communications.

Receive and send **instant messages to staff and families** throughout the day.

Capture Learning Observations



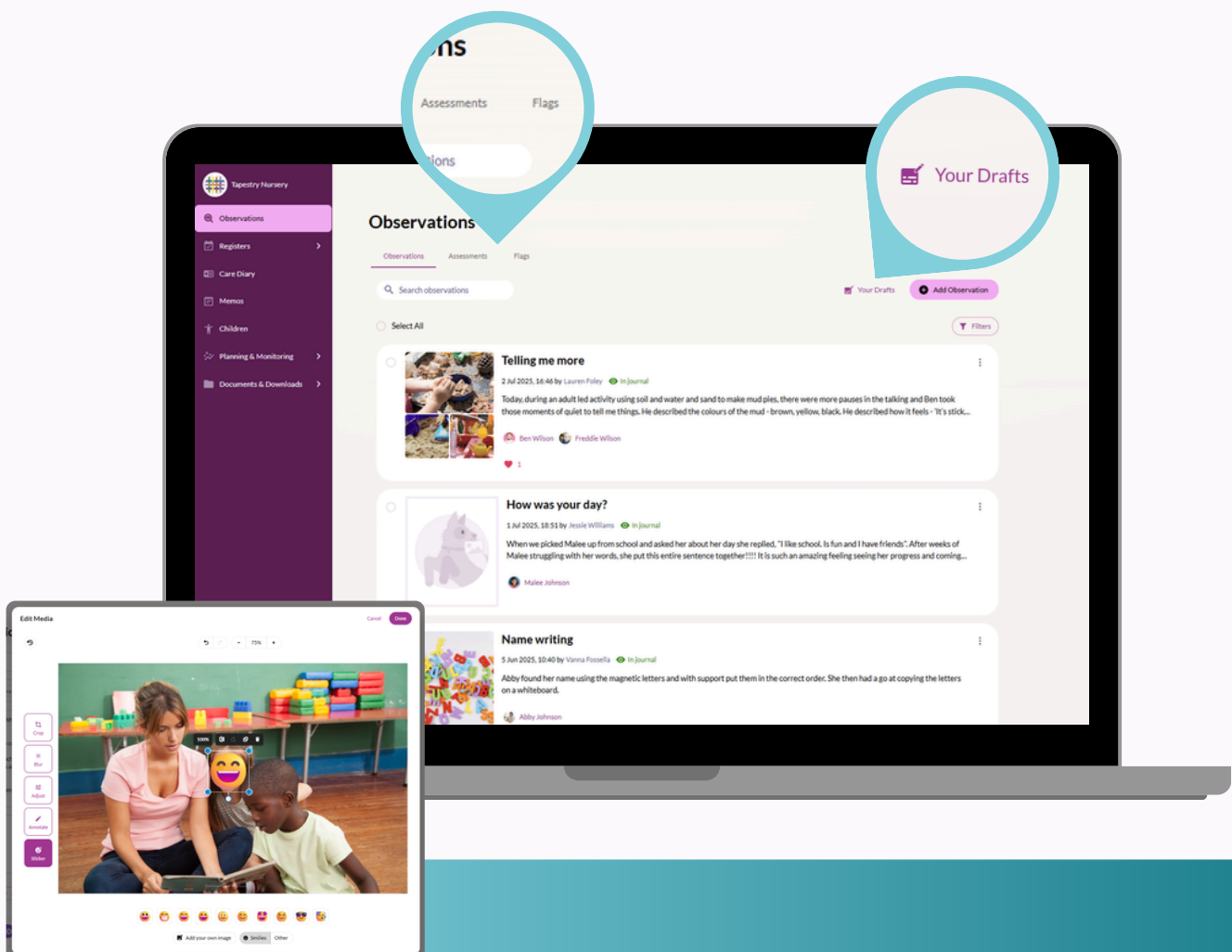
Observations

Record what the children have been up to with **words, and unlimited photos and video clips**, and grow each child's unique learning journey.

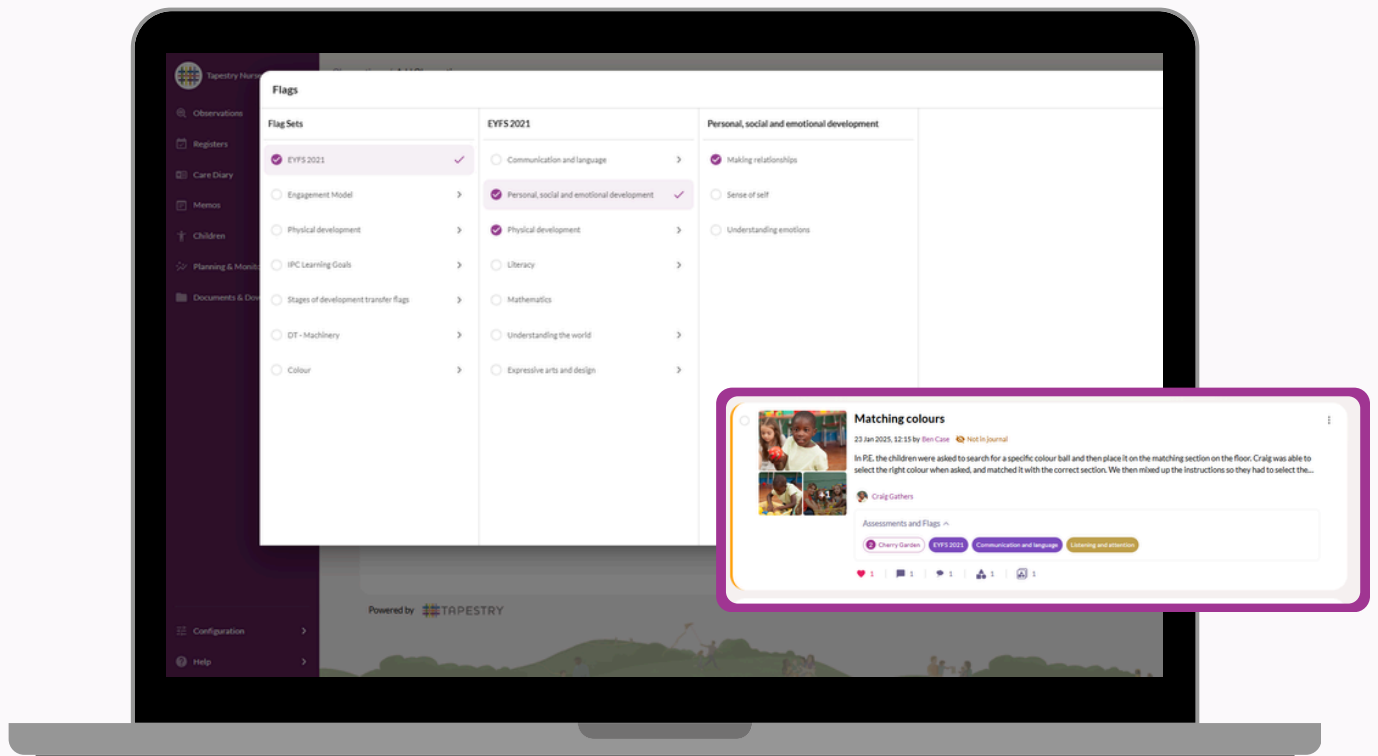
Tapestry Tip: Use our powerful filters, and Assessments and Flags areas, to find specific observations quickly.

Tapestry Tip 2: Save observations as drafts if you are not finished.

Tapestry Tip 3: Edit your media to blur faces and add stickers to protect privacy.



Capture Learning Assessments



Assessments

Record their learning and development in all areas when you create an observation.

Tapestry Tip: Create and upload your own frameworks and flags to support your unique provision.

Attendance registers

For you & your children

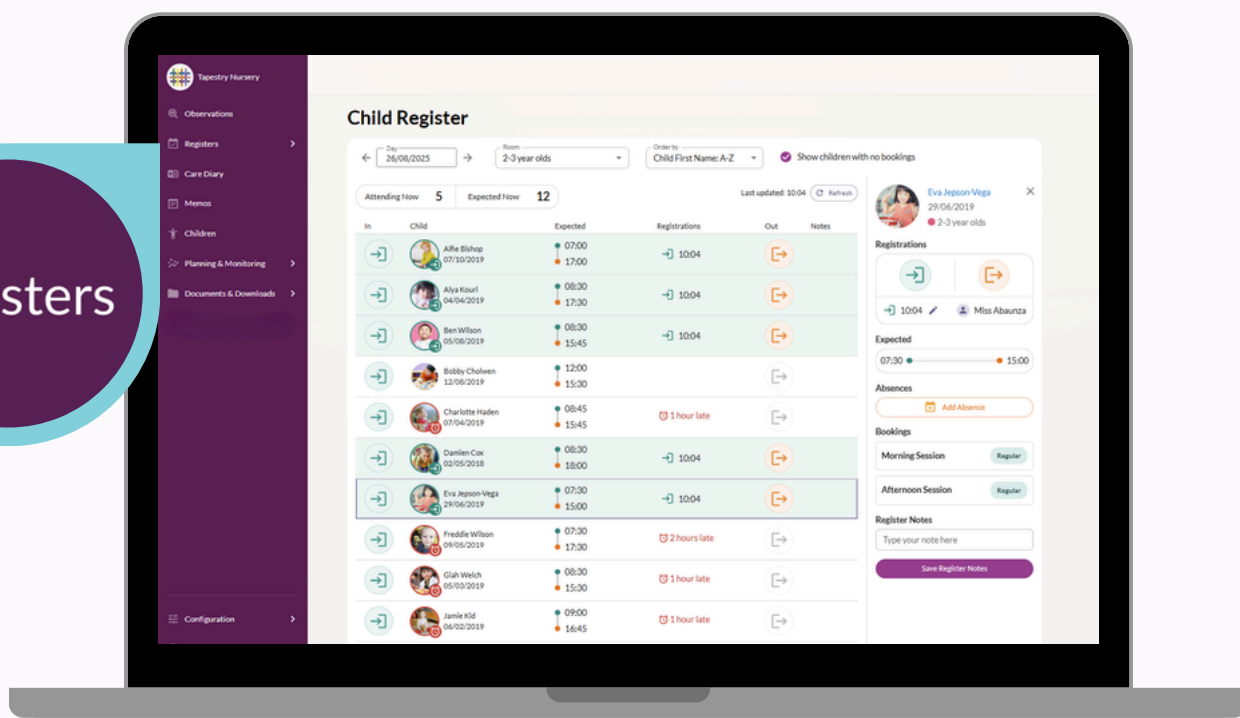


Attendance registers

Check children in and out digitally, or print a paper copy.

You can also check yourself or other colleagues in, keeping everyone safe.

Access real-time whole-setting and room-specific registers wherever you are. See scheduled absences, and include ad-hoc ones as and when they happen.



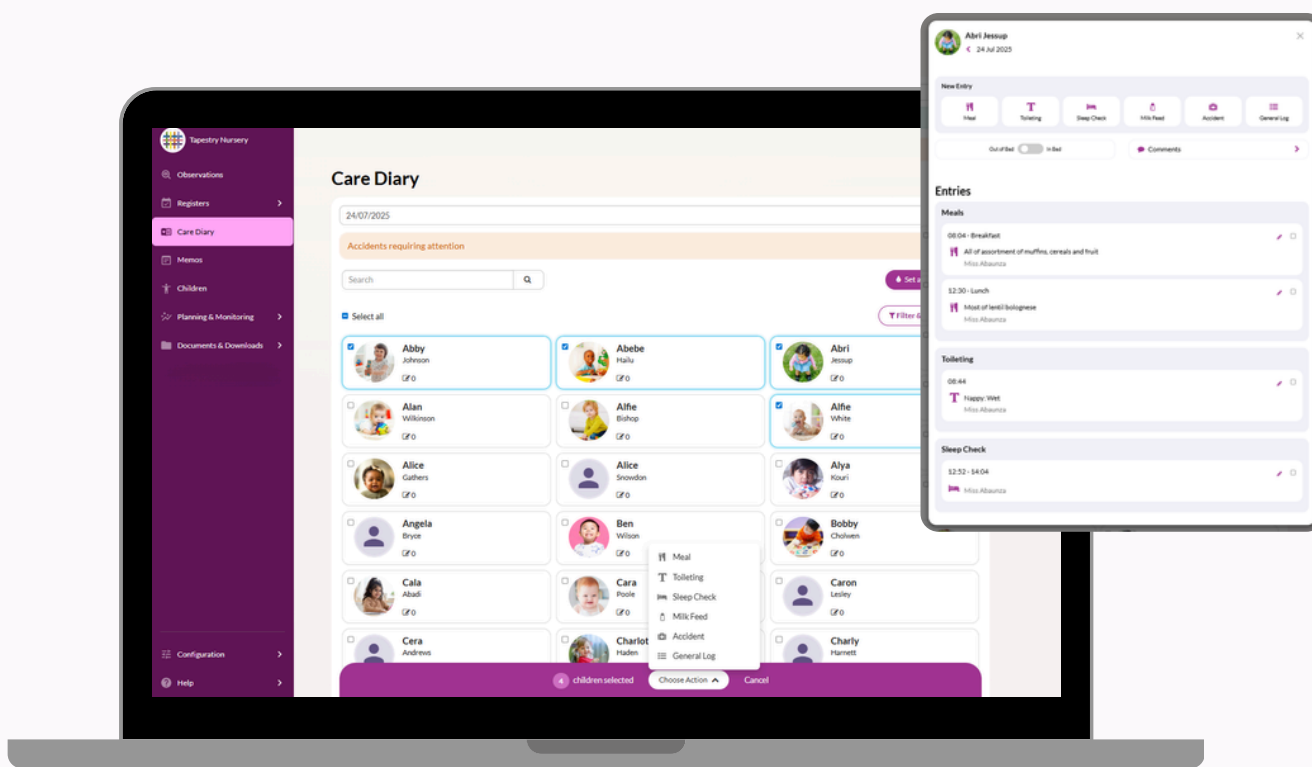
Keep Families Informed Care Diary



Care Diary

Keep families updated with a **timeline** of their child's **everyday care**. Record naps, meals, milk feeds, and toileting - help families prepare for their child's return.

Tapestry Tip: Record individual care or create a group entry by selecting children from the main dashboard - group entries can also be personalised for each child!



Keep families informed

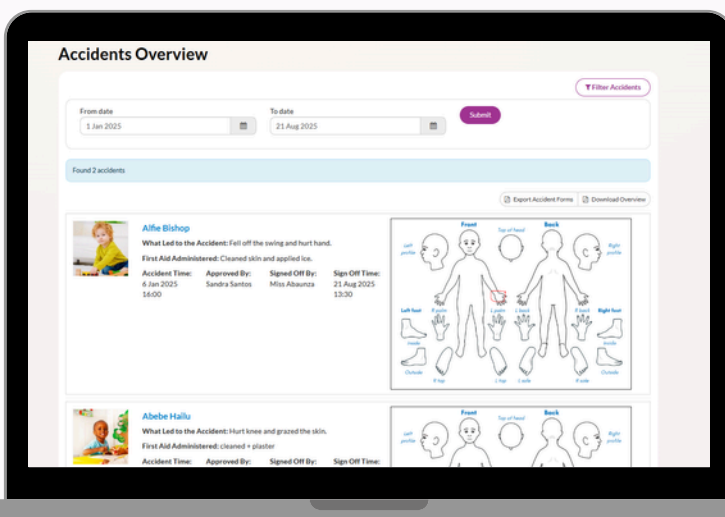
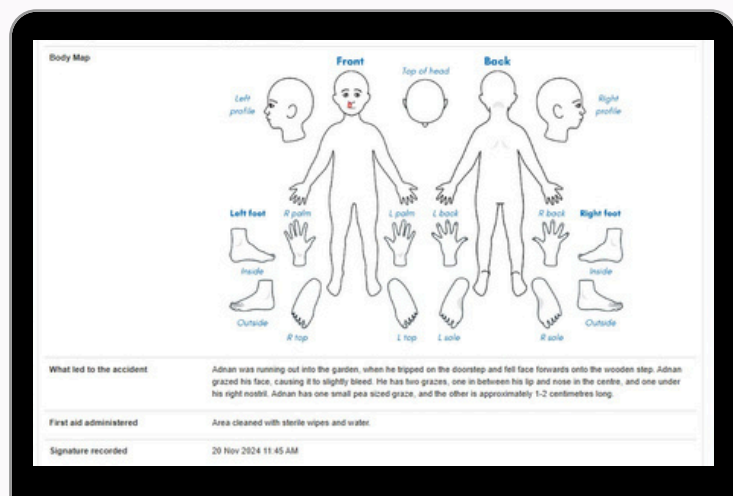
Accidents



Accident forms

Create **detailed accident reports** and clear **body maps** to meet your safeguarding requirements. Get families to sign them at pick up and safely store them for your records.

Accident forms are part of the Care Diary, but your manager might choose to have them as a stand-alone feature.



Tapestry Tip: Monitor the accidents that have occurred in your setting to identify patterns and review your health and safety policies.

Find this handy feature under 'Monitoring > Monitoring > Care Diary/Accidents'.

Keep families informed

Memos

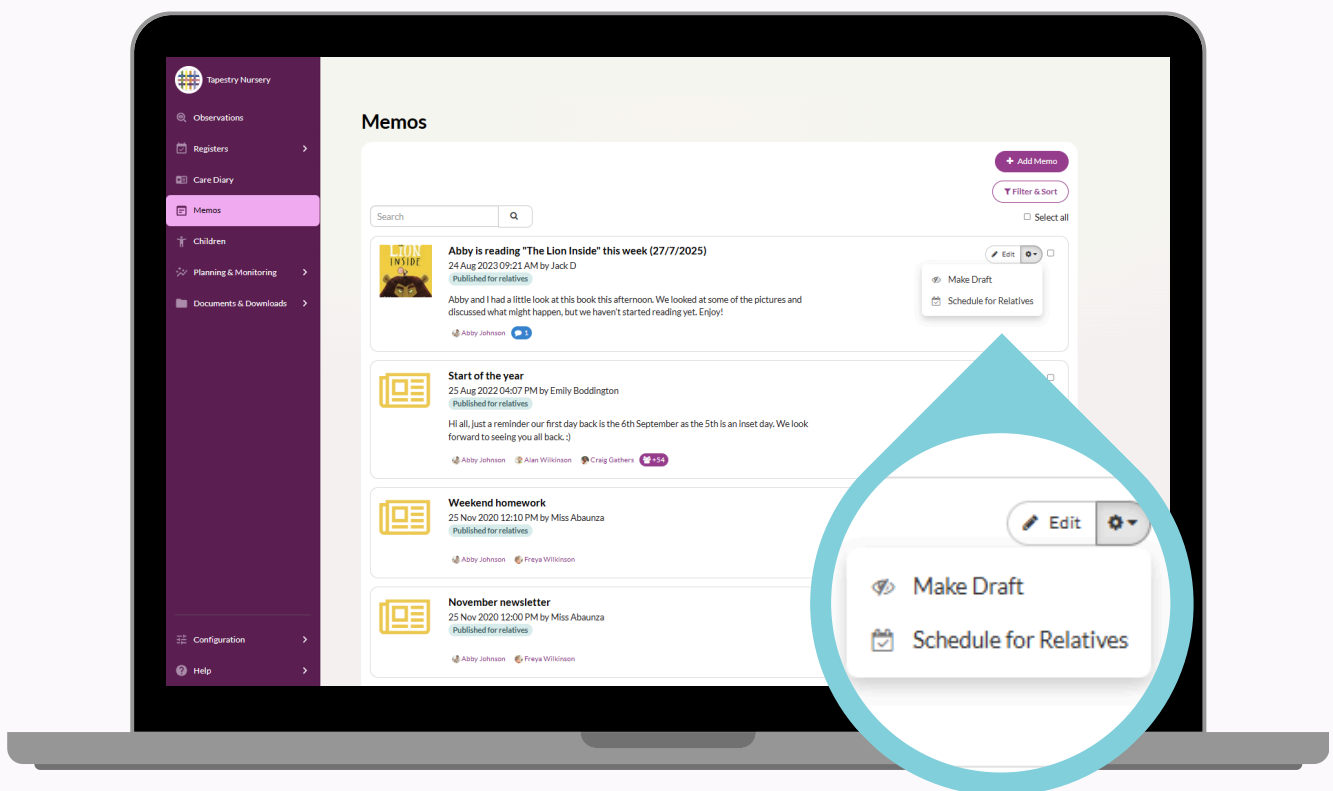


Memos

Keep parents in the loop of what is happening at your setting/school.

Think newsletters, updates, and important events.

Tapestry Tip: Schedule your memos to go out when preferred. You can also send them to specific children or groups!



Your children at a glance

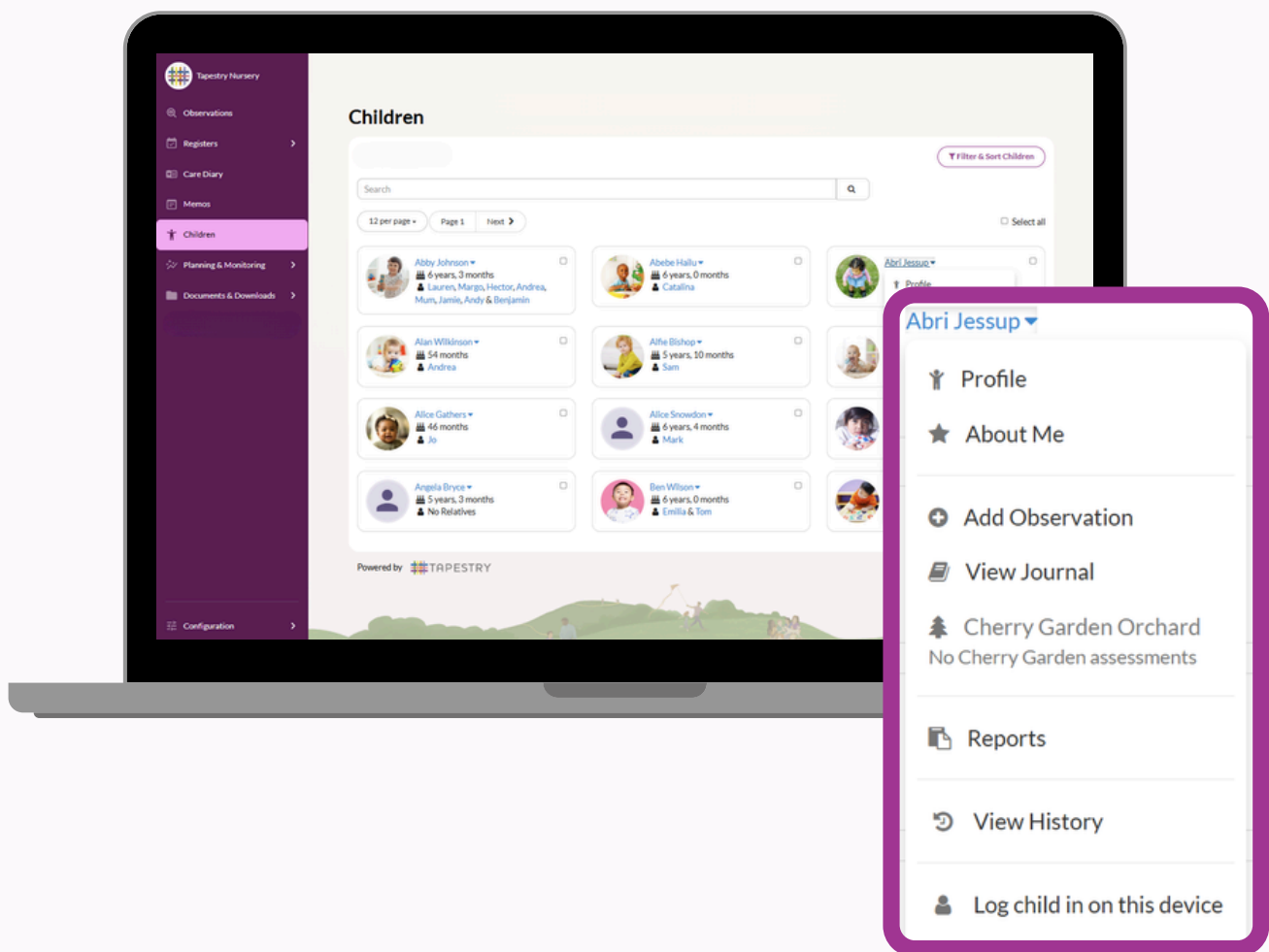
The one-stop-dashboard



Your children's profiles

Check children ages and any linked relatives, as well as all their **observations, reports and activities** (under 'Overview').

Tapestry Tip: You can also access children's **About Me** from here. Encourage families to fill it in and get to know them better.



Planning and Monitoring

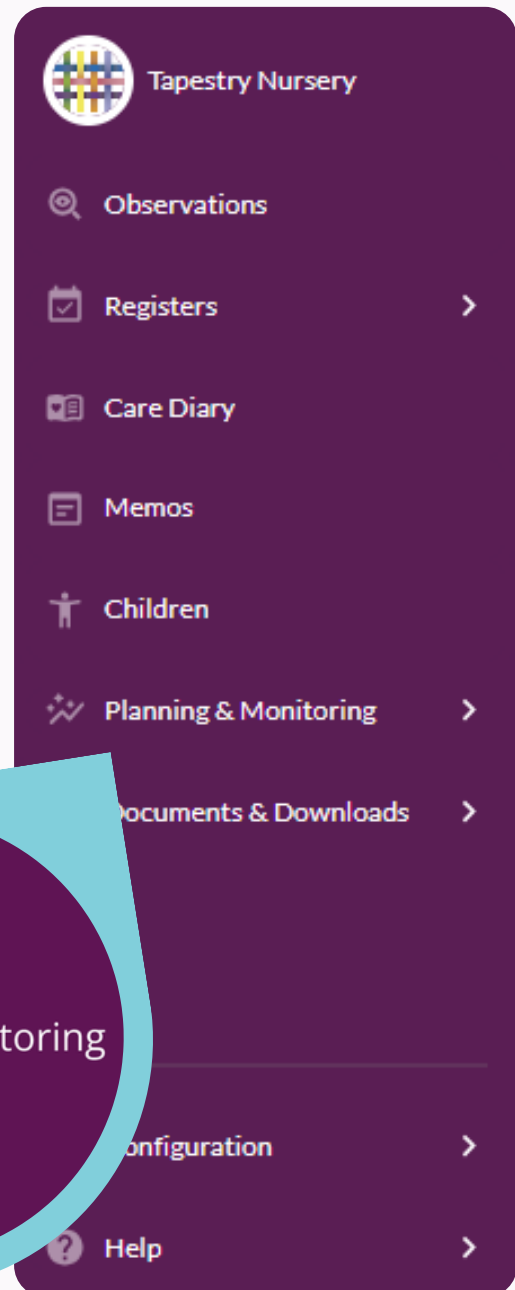


Plan, monitor, and reflect

The Planning & Monitoring section brings together key tools in one organised space:

- **Activities**
- **Reflections**
- **Monitoring**
- **Reports**

Everything related to planning, monitoring progress, and reflecting on learning lives in here — helping you work more efficiently and with greater focus.



Planning & Monitoring

Planning and Monitoring Activities

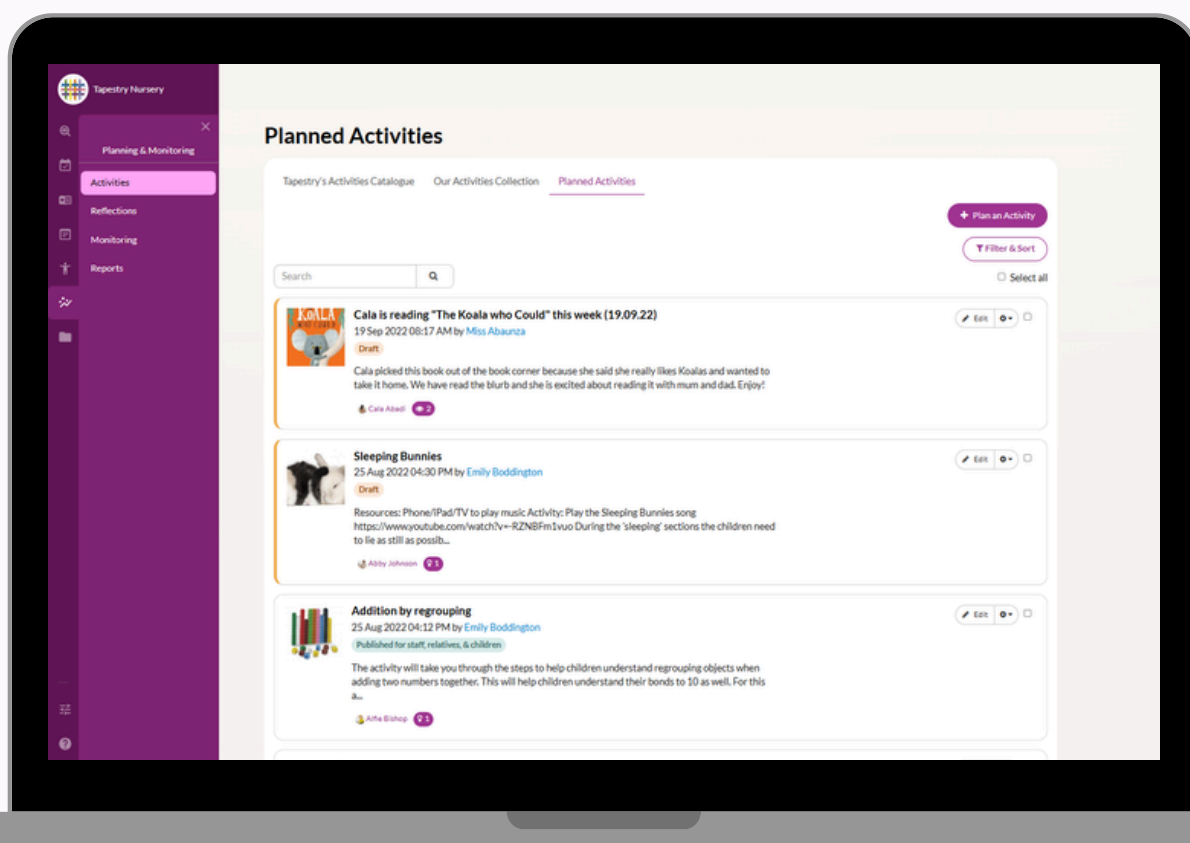


Activities

Support playful learning at home with activity ideas to strengthen learning.

Choose from activities designed by Tapestry's Education Team or create your own library.

Tapestry Tip: Integrate Tapestry Activities in your planning processes, and provide bespoke learning opportunities for each child.



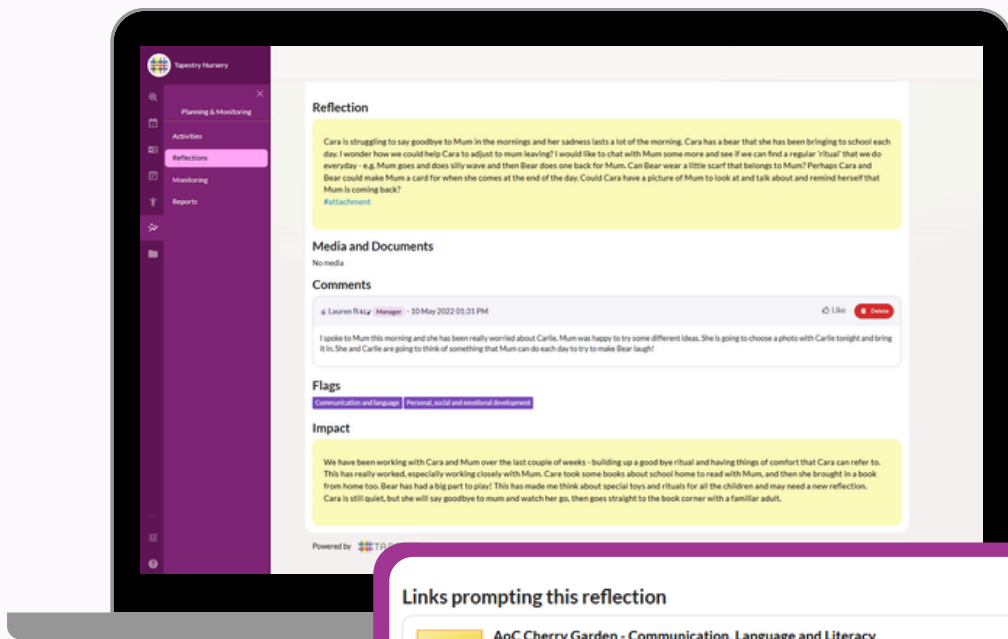
Planning and Monitoring Reflections



Reflections

Support your reflective practice by recording adaptations to your provision and the impact on your setting and children.

Tapestry Tip: Link observations, activities and reflections together to create a timeline demonstrating the changes you made to your provision - showing the **intent, implementation and impact**.



Links prompting this reflection

AoC Cherry Garden - Communication, Language and Literacy
23 Dec 2024 10:54 AM by Vanna Fossella
Visible to Author and Managers
Abby Johnson

Links following this reflection

Matching colours
23 Jan 2025 12:15 PM by Ben Case
Not in journal
In P.E. the children were asked to search for a specific colour ball and then place it on the matching section on the floor. Craig was able to select the right colour when asked, and matched it with L...
Craig Gathers | Cherry Garden | EVPS 2021 | Communication and language | Listening and attention

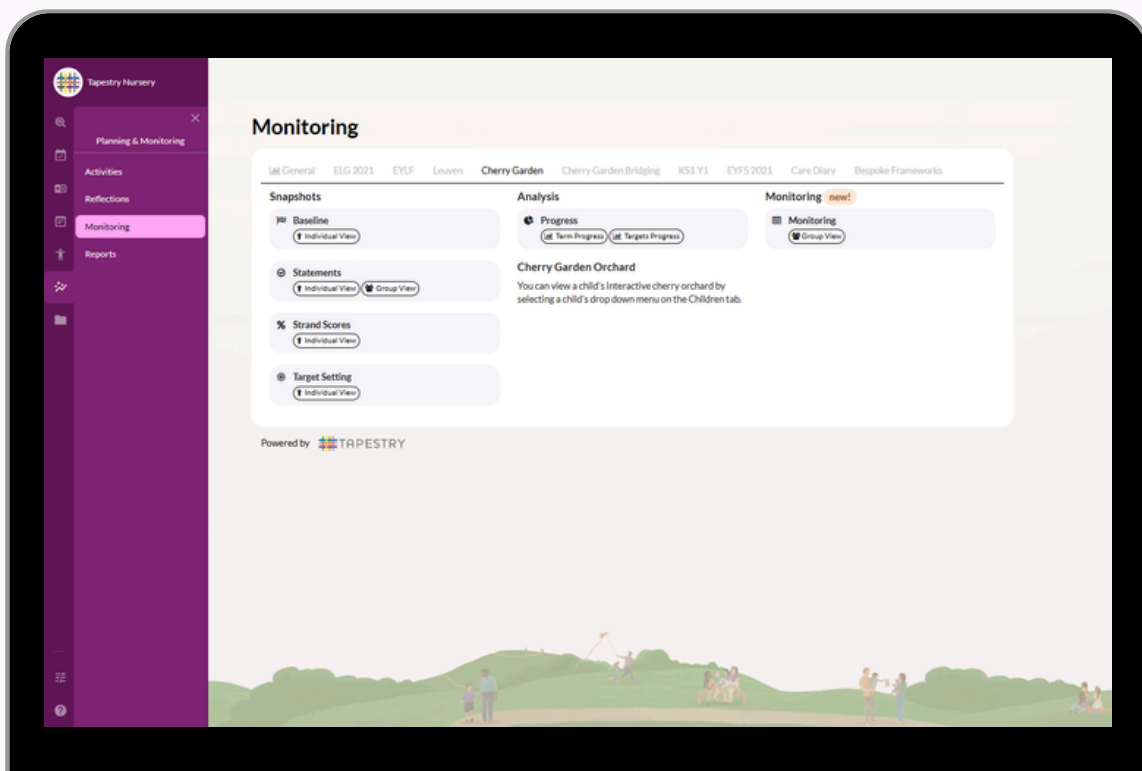
Planning and Monitoring Monitoring



Monitoring

Monitor children's progress against your preferred frameworks and flags - including your bespoke frameworks. The monitoring screens will reflect the information you put in your observations.

Tapestry Tip: Most monitoring screens include an individual and group view, so you can look at whole groups or narrow it down to individual children.



Planning and Monitoring Reports



Reports

Write every child's reports, share them with families, and have parents sign them digitally.

Tapestry Tip: Tapestry's pre-loaded report templates reflect the frameworks and flags you have enabled in your account. You can also create your own!

Reports Overview

Reports / Reports Overview

Overview List

Recent Reports

- 2 Year Check
21 Mar 2023 05:00 PM by Anna Tapestry
Draft
- Abby's Dance Report
07 Mar 2023 10:29 AM by Jessie Staff Member
Draft
- Graphic Design
02 Mar 2023 03:43 PM by Kat Meyrick
Published
- Wooden Pen Project
24 Feb 2023 11:01 AM by Kate best School Staff
Published
- Dance
10 Feb 2023 03:34 PM by Kat Meyrick
Published

Add Report

Tapestry Reports

- + EYFS 2021
- + EYFS 2021 Two Year Check
- + EYLF Outcomes
- + EYLF Summative
- + Key Stage 1 - Year 1

Custom Reports

- + Dance
- + Design

Manage Custom Templates

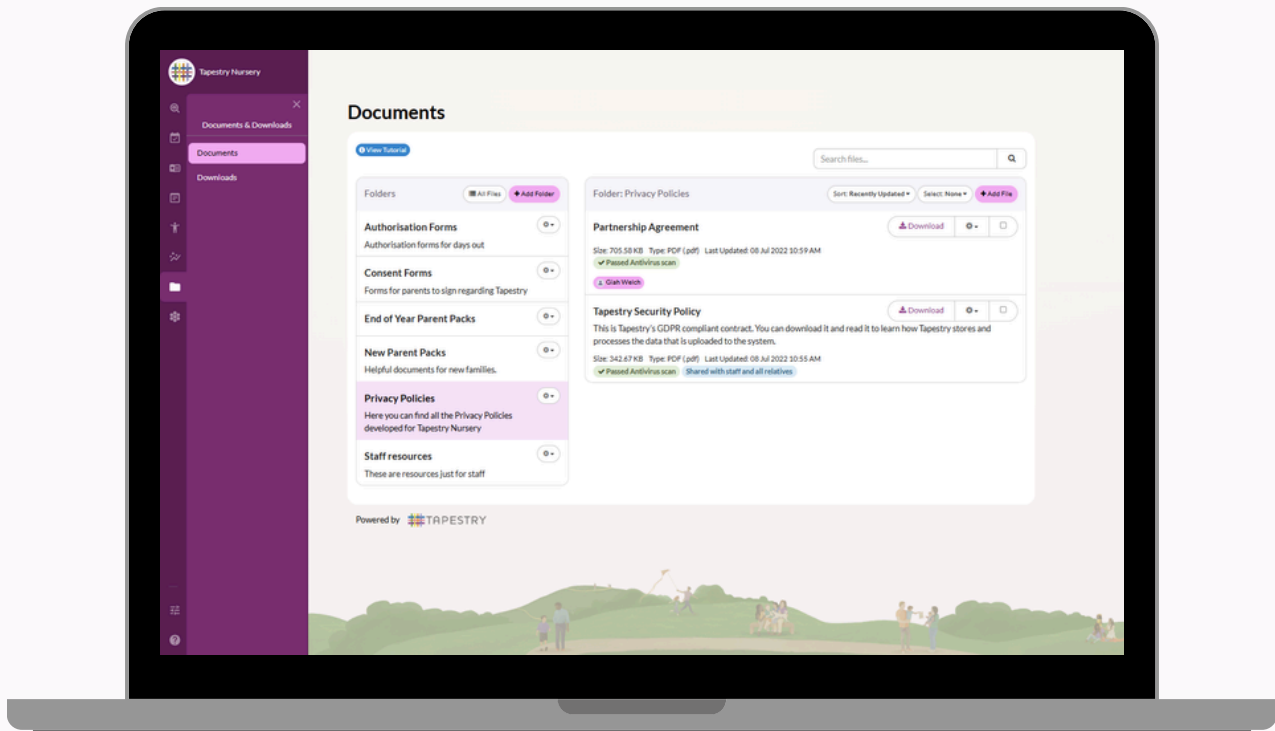
Signatures

Relative's Signature: For Relatives

Signed By Lola Poole

Documents & Downloads

Documents



Documents

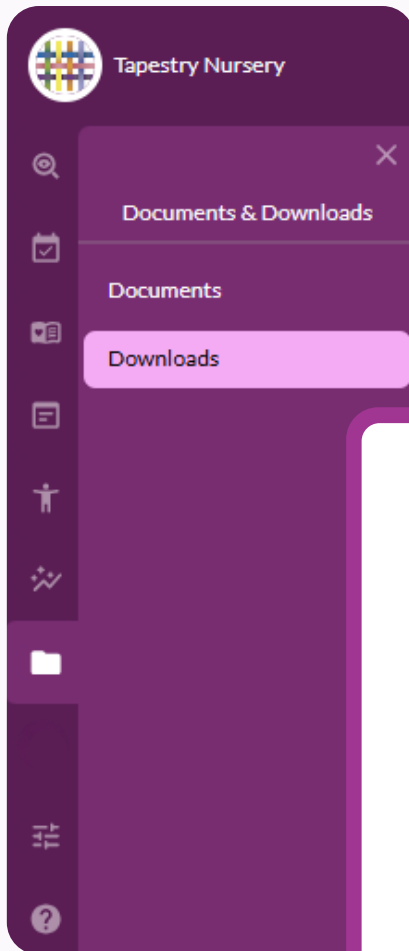
The place to share all the important documents with staff and parents - from policies and weekly food menus, to support guides, and any other important information you'd like your community to be aware of.

Managers in your account might also choose to share key information with you through the Documents section.

Tapestry Tip: Support your new cohorts by sharing key documents with parents before their children start. Create a dedicated folder for newcomers and tag children still enrolling.

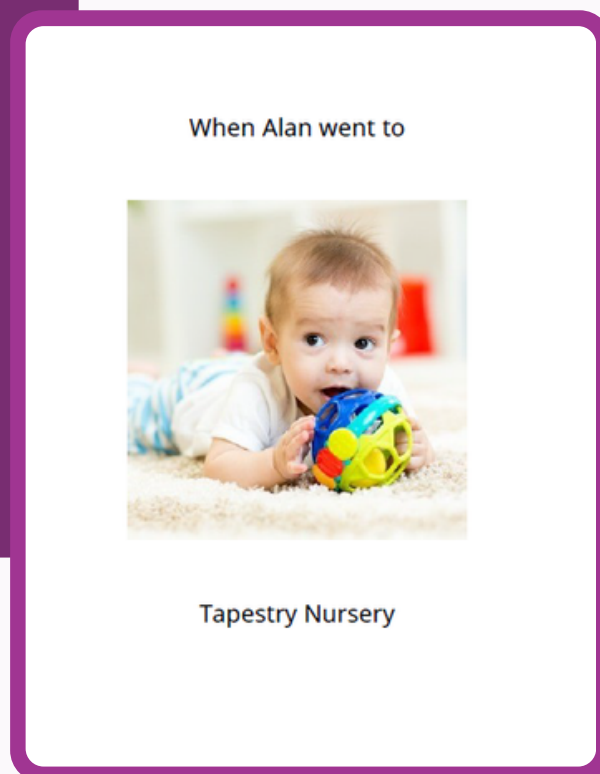
Documents & Downloads

Downloads



Downloads

Here's where you'll find all your exported items, such as children's PDF journals.



For the older children

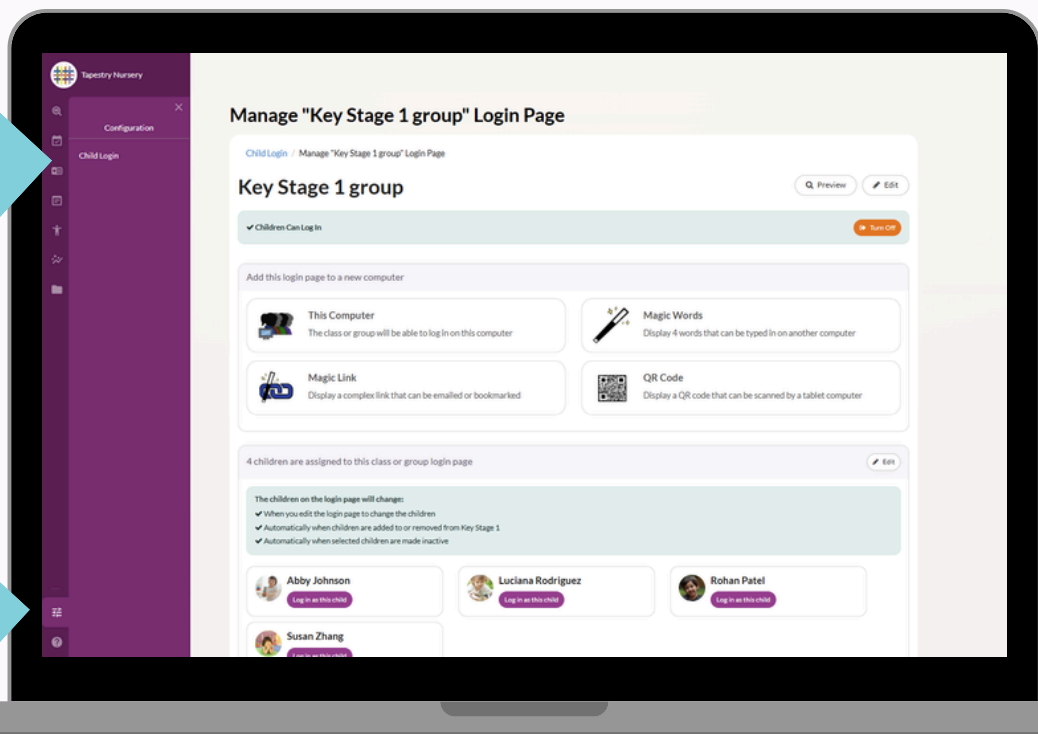
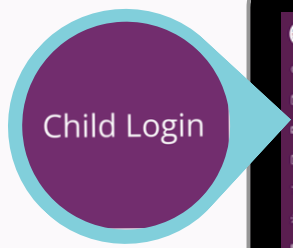
Give them agency over their learning



Child Login

Let children take an active and proactive role in their own learning by allowing them to add their own content and providing meaningful feedback.

Tapestry Tip: Set specific groups of children with their own login, and decide whether access is restricted to the school or extended to their homes.



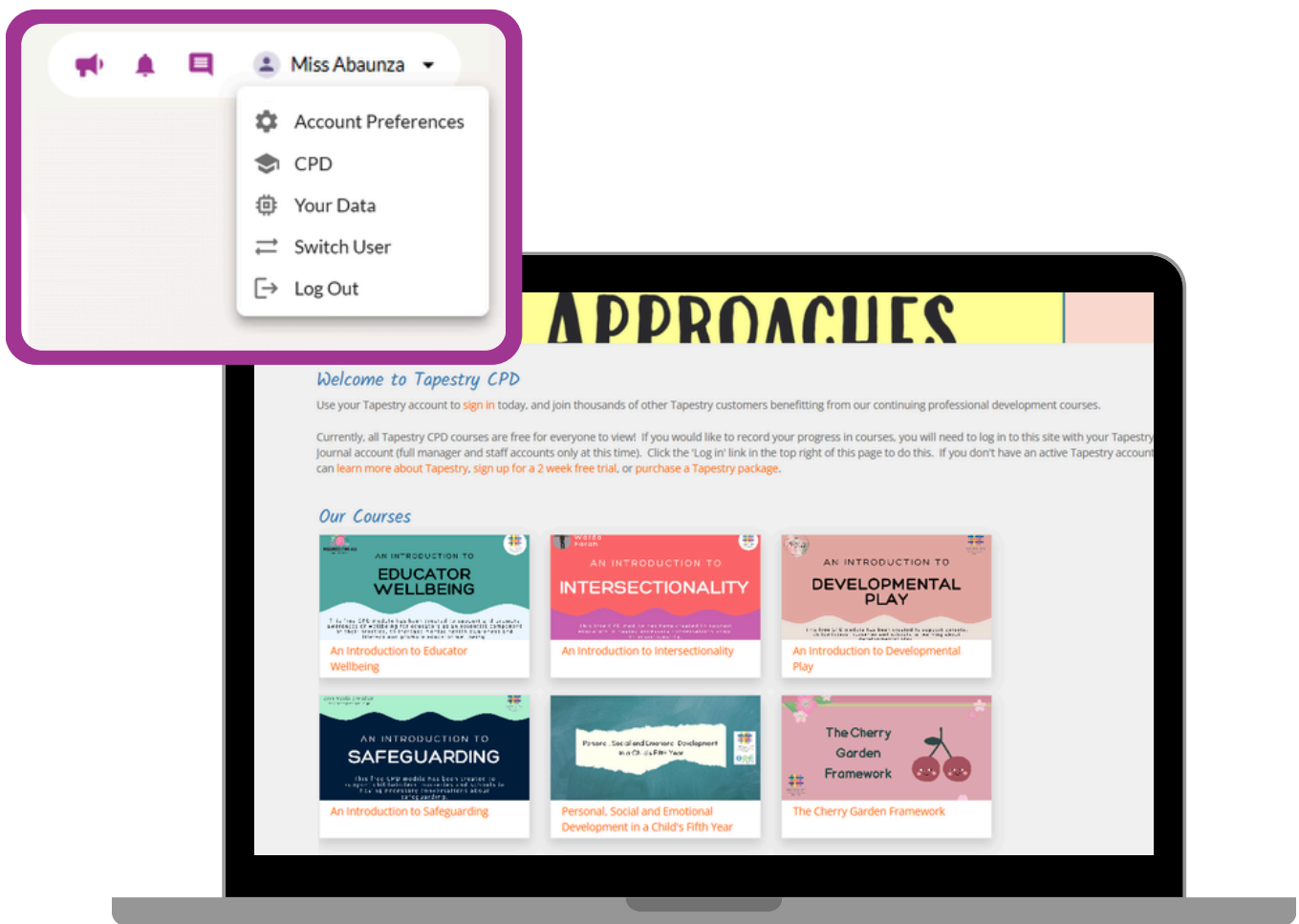
Develop your provision CPD for you & your team



Free CPD

Developed in collaboration with industry experts, Tapestry CPD is a free platform for educators to access engaging, interactive courses at a time that works best for them.

As well as covering topics to support educators to build on their knowledge of child development, you'll find Tapestry specific courses so you can get the best out of your account.



Tapestry

Log in now

*Weaving every child's
learning journey together.*

www.tapestry.info

