



Children who are leaving

☐ Download their data

Before removing children from your account, make sure you've exported anything you want to keep or share. You may want to download:

- ☐ [PDF copies of children's journals](#)* and reports (*optional*)
- ☐ [Accident & Medication records](#)
- ☐ [ZIP files of all their media](#)
- ☐ Assessment tracking data

☐ Transfer to another Tapestry package

If a child is moving to another school that uses Tapestry, you can transfer their profile instead of starting from scratch. Transfers include observations, reports, relatives and assessments. Any other data should be exported separately and shared with the new setting.

☐ Deactivating and deleting children

If you are using an MIS integration via Wonde, you will still need to deactivate children on Tapestry. When deactivating children, you'll have three options:

- [Partial deletion \(recommended\)](#) – Removes personal data, including photos and videos, while retaining certain records required for areas such as finance, attendance and accidents/incidents
- [Full deletion](#) – Permanently removes all child data
- [Keep all data \(Inactive\)](#) – Deactivates the child but keeps all their information - only retain inactive data for as long as you have a lawful reason to do so

Children can be restored within 90 days, and journals can still be downloaded during this period. Our [contract with you](#) outlines what happens to the data when a child is deleted.

☐ Deactivating and deleting relatives

Before [deleting relatives](#), make sure they've downloaded anything they need. As a reminder:

- Learning journals* remain available for 90 days after they're created
- Photo and video ZIP files remain available for 28 days

As long as a relative's account remains active, they can still access these downloads, **even if the child has been deleted.**

*Parents can [download](#) and also order a [professionally printed](#) copy of their child's learning journal.



KEY STAGE 1 & 2 *End of Year Checklist*

Children who are staying

☐ Review your groups and Key children

If your child groups are changing, update your [Groups](#) (either in Tapestry or via your MIS if you are using Wonde) and [Key Children](#) to reflect your new setup. You should also review your [Child Login group pages](#) and [permissions](#) if you use this feature.

Remember: Groups and Key Children are managed separately, so changing a child's group won't automatically update their Key Person.

☐ Update children's information

For children staying with you, you may wish to:

- ☐ [Download PDF journals](#) and reports for families
- ☐ [Download ZIP files](#) of photos and videos
- ☐ Export [Accident & Medication records](#) and assessment tracking data
- ☐ Review and update each child's [About Me](#) page if any information has changed

Using the MIS integration via Wonde

☐ Set up your integration

If you are wanting to link up your MIS to Tapestry, you can use our Wonde integration, which allows you to import some child and relative information into Tapestry, including their personal details, relationships and groups.

Once the [Wonde integration is purchased](#), you can start [importing your data into Tapestry](#).

☐ Re-import if new children have joined

When new children and their relatives are added to your MIS, you need to start [a new import into Tapestry](#). **New children on your MIS are not automatically synced; they must be imported first.** Once they are on your Tapestry account however, the integration will automatically sync any new updates for them, such as group or relative changes.

You can find further help on our Support site, support.tapestry.info.

If you can't find what you are looking for and would like more assistance, you can contact our friendly Support Team at customer.service@eyfs.info.



KEY STAGE 1 & 2 *End of Year Checklist*

Children who are joining

☐ Add new children

Before adding children to Tapestry, make sure you have permission from their parents or carers.

You can [add children individually](#), [in bulk](#) or via an MIS [using our Wonde integration](#), as either **enrolling** or **active**.

Learn more about child status' [here](#).

You can also have [their profiles transferred to you](#) from another setting, if that setting uses Tapestry. Once children have been added, you can then:

- ☐ Assign them as [Key Children to staff](#)
- ☐ Complete their [About Me](#) page
- ☐ Organise/add them into [groups](#) (and [Child Login group pages](#) if you use this feature)
- ☐ Add their relatives (see the 'Add Relatives' section below)
- ☐ Create [name labels](#)

When [enrolling children are activated](#), you can start [adding observations](#), [accidents and medication](#) and set their MAP score (see the 'Children who are moving into Year 1 or another KS class' section).

You can have as many active children as you have available spaces. If you need to upgrade or downgrade your package, you can manage your subscription through [Account Management](#) or email our friendly support team on customer.service@eyfs.info.

☐ Add relatives

If relatives weren't transferred with a child's profile from another setting or from your MIS via Wonde, you'll need to [add them individually](#) or [in bulk](#).

You can then:

- ☐ [Link them to their child](#)
- ☐ [Review their permissions](#)
- ☐ Send introductory [memos](#) or [individual direct messages](#)

☐ Get everything ready

Other things you might want to do before children start are:

- ☐ [Upload profile photos](#)
- ☐ [Update your documentation](#)



KEY STAGE 1 & 2 *End of Year Checklist*

Children who are moving into Year 1 or another KS class

☐ Transfer children to a new package (optional)

If you use multiple packages across your school, perhaps to reflect different year groups, you will need to [transfer the children to the new package](#) ready for their new teacher to access.

Learn more about how Tapestry helps to support transitions from Nursery to School in [this post](#).

☐ Review groups, Key children and Child Login group pages

If children are moving into a new class with a new teacher, then their information may need to be updated, either on Tapestry or on your MIS. Their new teacher can refer to the 'Children are joining' section of this guide for details on what steps they can follow to update groups etc.

☐ Set or review MAP scores

If children are moving into Year 1, you or the new teacher will need to [set a new MAP for each child](#). This is a collaborative job between the previous and new teacher. MAP scores are a requirement to use the National Curriculum on Tapestry, and should be reviewed each academic year.

Account Management

☐ Managing your account when you have multiple packages

If you have multiple Tapestry packages across different ages or year groups, you will need to make sure that the correct children are on the correct package before the start of the next academic year, and whether the way they're split is still working for you. You can refer to [this Support post](#) for more information on how you can organise your Tapestry packages.

☐ Update subscription and staff

You can check which email address your annual Tapestry invoice is being sent to, and manage your Wonde subscription and package size, by going to **Help > Account Management**.

- ☐ Check the invoice recipient is still correct
- ☐ Check that you are using the best Tapestry package size for your needs
- ☐ Check that the managers and staff on the account are still correct in **Configuration > Manage Staff** - we recommend having at least **two** managers on each Tapestry account