**Introduction**

All children attending Nursery or Reception at Hampton Infant and Nursery School have a personal on-line Learning Journal which records photographs, observations and comments, in line with the Early Years Foundation Stage to build up a record of each child’s achievements during their time with us.

We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK. You will have password protected access to your child’s on-line Learning Journal and we encourage you to contribute to it by uploading photographs, videos and comments on observations made by us.

**Where do I start?**

Once you have supplied school with your email address we will send you a link via e-mail where you will be prompted to set up a password. Once you have set up a password please make a note of this and keep it safe. We will inform you when the account is active and you can view your child’s Learning Journal.

Go to <https://eyli.org/login> on your computer, IPhone or IPad.

You then log in using your email address and password to gain entry to your child’s Learning Journal.

**What if my email changes?**

At the top right of your screen you will see your name and selecting this will give you the option to ‘Edit preferences’. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

**Viewing my child’s Learning Journal**

You will see your child’s observation on your home screen – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to.

We will be adding more entries to your child’s journal throughout the year and you will receive an email when an observation has been added.

 **Adding an entry to my child’s Learning Journal**

Choose the ‘Add Observation’ option (or the ‘plus’ icon on your computer/iPhone/iPad) and add the relevant information in the boxes on screen. Photographs and videos may be uploaded by choosing the ‘add media’ option. When you have saved your observation, you may go back to the home screen at any time by choosing ‘home’.

**If you have any problems**

Please speak to your child’s class teacher and they will hopefully be able to answer your questions.

**Please note:**

The on-line learning journal is used to record your child’s learning and not as a general communication tool between Nursery/Reception and home. All other matters, queries or questions should be discussed with Nursery/Reception staff in the usual way.

Please remember to click the consent on the New Pupil Information Form and to specify which email address you would like to have linked to the account.

Many thanks,

Early Years Team