



# PARK HILL PRIMARY SCHOOL

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Headteacher: Mr P Griffin

5<sup>th</sup> July 2021

Dear Parents and Carers,

It is time to download your child's learning journals from tapestry as PDFs to keep for your records, this will be either their current year or those children in Y1 their reception year.

Please note if your child is moving into reception or nursery class a new journal will be activated in September the files get so large that they must be download yearly. It is possible for you to keep a copy of the Tapestry learning journal at the end of each year. This guide explains how you can download your child's learning journal as a PDF through Tapestry.

Please note that this can only be done when the staff at school have allowed it. These downloads will be available from **Monday 5th July onwards**. These downloads are only available for **7 days** after being created, so don't delay downloading if it's possible. Let us know if you have difficulties.

**Step 1:** Log into Tapestry using the **web browser** version. Please note that PDF downloads are not available on the app version of Tapestry.

**Step 2:** Click on your username at the top right of the screen and select '**PDF Downloads**' from the drop down list. If the PDF Downloads option is not visible, please contact the staff at school for assistance.



**Step 3:** on the PDF downloads page you should see all downloads you have available. Click the **red Download button to download your PDF**. Make sure you save it somewhere safe and back it up to a cloud or external device.

If you need any help with this please let us know. If you haven't logged on to tapestry for some time you may need to reset your password. To do this please follow the forgotten password steps to gain access to your account.

The ability to download your child's journal is time sensitive so please make sure that you do it within the 7 day time frame.

Yours Sincerely,

Anna McBride

Assistant Headteacher

Early Years Leader