

The End of the Academic Year Tapestry To-do list

Some or all of my children are staying

1. [Manage groups](#)

Depending on how your account is organised, you might want to rename and edit your custom groups. E.g. you might have a Nursery group and a Reception group, so you may need to rename the Nursery group to Reception.

2. [Manage key children](#)

Key workers might change from one year to another, so do remember to review and update these.

3. If you have more than one account:

- a. [Transfer children between packages](#)
- b. Rename the packages from Control Panel > Settings > Your Setting

Please check the *"I have separate packages for my children, how should I organise them at the end of the academic year?"* infographic.

4. If you want to, for the children that are staying with you, you can:

- a. [Download a PDF journal](#) for relatives for the academic year just gone
- b. [Download a ZIP media file](#) for relatives for the academic year just gone

5. If you are moving children to Y1 or within KS1/KS2 years:

- a. You'll need to [set a new MAP](#) for each child. This is a collaborative job between the previous and new teacher.

6. Child login page setups

If you use the Child Login feature, you might need to review which groups/children have this set up, and update accordingly.

- a. [Setting up a login page for groups of children](#)
- b. [Set user permissions for children](#)