Wincanton Primary School

EYFS Tapestry Online Learning Journal Policy

April 2024

Agreed by: Graeme Wilson **Date: 1st April 2024**

Review **Date: April 2026**

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Tapestry Online Learning Journal Policy

Introduction

Wincanton Primary School ensures that all children attending the Nursery School and Reception have a personal 'Learning Journal' which records photos, observations and comments in line with the Early Years Foundation Stage (EYFS), to build up a record of each child's interests and achievements during their time in the EYFS

Aims

To provide an online journal of every child's personal development, to support their level of achievement, interests and learning styles and then shape their learning experiences for each child reflecting those observations. To illustrate children's development progress through the different age bands in the EYFS.

Procedures

- Wincanton Primary uses a secure online Learning Journal system (Tapestry), allowing staff and parents to access the information via a personal password protected login.

- Staff access allows input of new observations and photos or amendment of existing observations and photos.

- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos - parent logins do not have the necessary permission to edit existing material.

- Observations added to the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journal.

- Parents logging into the system are only able to see their child's Learning Journal.

- Before each child's journal is set up, parents are asked to put in writing any request for their child's image not to appear in other children's Learning Journals.

- Parents sign an agreement to ensure they will not share or publish any images or observations from their child's Learning Journal on any social networking site to protect images of other children that may appear in any photos contained in their child's Learning Journal.

- During group observations, there are times when other children maybe present in other children's observations. Parents are asked to sign an agreement to allow their child to appear in other Reception children's photos and videos.

- The Learning Journal is only begun once the child has started in the school and parents have signed consent forms and completed the email request form.

- In all written observations other children are not referred to by name.

- Tapestry is not used as a general communication tool between Wincanton Primary and home. A child's Learning Journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have

been doing at home. Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property etc.

Security

- The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by personal email address and password.
- Parents can only see their own child's information and are unable to login to view other children Learning Journals.
- Teachers will be able to log on to Tapestry both in school and off-site, however no passwords will be stored on any device. The school iPad will be used to upload photos and comments on the system at all times.
- A Tapestry Risk Assessment will be completed. This includes:
    - All staff having DBS clearance
    - Staff holding basic Awareness Safeguarding training.
    - Safer recruitment practices have been employed when appointing members of staff.
    - Staff only using their school email address to log in.
    - Passwords are not stored on devices
    - School devices are only used to access Tapestry