



# Hurst Hill Primary School Learning Together

## Online Learning Journey -Tapestry Policy

### **Aims**

Hurst Hill Pre-School ensures that all children attending the Early Years Foundation Stage have a personal Learning Journey which records photos, observations and comments, in line with the statutory Early Years Foundation Stage curriculum, to build up a record of each child's achievements during their time with us.

It will also show children's developmental progress through the different age bands of the EYFS.

### **Procedures**

- Each child will have a Key Person allocated to them who will be responsible for the compilation of their Learning Journey.
- Hurst Hill Pre-School uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer 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 log-ins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system are usually moderated by a senior member of staff before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.
- The Learning Journey is started once the child has started Pre-School. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to by their first initial– and not by name.
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- All mobile devices are pin protected.

- Photographs and videos are deleted off devices once uploaded to the child's learning journey.
- Tapestry is not used as a general communication tool between Pre-School and home. A child's learning journey 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.
- Staff working on Tapestry at home are only to access the site via a works device following permission granted by Management for working from home. Electronic devices are to remain password protected at all times and should not be left unattended at home/in car.
- **Security**
- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child's learning journey.
- Management reserve the right to check Electronic devices at any time.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>March 2017</i>		<i>March 2018</i>