



Online Learning Journal (Tapestry) Policy

Aims

Goslings Preschool and Coates Primary School ensures that all children attending the setting have a personal Learning Journal which records photos, 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.

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

Procedures

Goslings Preschool and Coates Primary School uses an online Learning Journal 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 logins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system may be validated by a manager before being added to the child's Learning Journal.

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

Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.

New observational entries to a child's Learning Journal will be uploaded once an observation has been made. Observations and updates to the journal may not occur every day that the child attends the setting.

Goslings Preschool and Coates Primary School 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.

Tapestry is not used as a general communication tool between school 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 the school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

The Tapestry online Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site. Photos and videos taken using the Tapestry app are only stored on the IPAD used or the school server.

Access to information stored on Tapestry can only be gained by unique user I.D. and password.

Staff can see the details of all children when logged in to Tapestry using their unique login. They are then able to feed into any child's journal.

Parents can only see their own child's information and are unable to login to view other children's Learning Journals.

Once a child leaves the EYFS, all data can be put onto a disc. After 30 days of the child finishing in the EYFS the data will be irreversibly deleted. Parent access to Tapestry will be revoked once they are in KS1.

If a member of staff leaves Goslings Preschool and Coates Primary School, their access to Tapestry will be revoked immediately and their details deleted from the system.

Parents must NOT upload any media from Tapestry onto social media sites.

A tapestry account is created for all pupils using email addresses which have been provided to the school within the Tapestry paperwork. If a child starts in goslings then the consent continues into the reception class.

If parents wish to withdraw consent for the account to be created then they must do so in writing to the Headteacher Mrs Lindsey Boucher