

LOVE, TRUST, COMMUNITY



**WICKHAMBREAU CHURCH OF ENGLAND
PRIMARY SCHOOL
ONLINE LEARNING JOURNAL (TAPESTRY)
POLICY**

Ratified: September'20

Review Date: September'21

Online Learning Journal (Tapestry) Policy

At Wickhambreaux Church of England School we use a system of recording your child's progress via an on line journal called 'Tapestry'. Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or android device such as a tablet or smart phone. We have chosen this company because they are very secure; the system is hosted in the UK on dedicated, secure servers and is password protected.

The safeguarding of our children is very important to us. When a child receives a registered place at the Wickhambreaux Church of England Primary School, information about Tapestry and a permission form will be given to parents in their welcome packs.

All information held on Tapestry is in line with the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR).

This policy has been written in line with our policies:-

- Safeguarding policy
- Personal Handling Data Policy
- GDPR Policy
- Data Breach Policy
- Online Safety Policy
- Password Security Policy

Aims

Wickhambreaux Church of England Primary School aims to provide all the children attending the Reception Class with a personal online learning journal which records, photos, observations and comments, in-line with the EYFS. This will build 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 Early Years Foundation stage.

Procedures

The school uses an online learning journal called Tapestry. This allows staff and parents to access the information from any computer via a personal, password protected login

- Each child will have a key observation time allocated to them which will be used for the compilation of that child's learning journey
- Staff access allows input of new observations and photos or amendments of existing observations and photos
- Observations are moderated by the Class Teacher before being added to the child's learning journey
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos
- Parents are not able to edit existing observations created in the setting

- Parents logging in to Tapestry can only see their own child's observations and journal
- Parents are asked to give consent for their child's image to appear in other children's learning journals, for example in a group observation
- We value parents' contributions to their child's learning and by using Tapestry to create a learning journal learning that includes both their home and school experiences a complete picture of a child is developed.
- When a member of staff leaves, their details will be removed from Tapestry immediately and they will no longer be able to access the application
- When a child leaves to go to another setting or to school, their account is locked and we download the journal into a PDF. Each parent will receive the PDF which can only be accessed with their unique login details
- With parents permission we are able to send transition reports and/or a copy of the learning journal to other settings if a child leaves Wickhambreaux Church of England Primary School to attend another school's Early Years setting
- All information about a child will be deleted 60 days after a child has left Wickhambreaux Church of England Primary School, or at the end of their Foundation Stage journey
- Some children's records maybe kept as a pdf or hard copy for Inspection evidence purposes

Staff responsibilities

Foundation Stage Staff will ensure weekly observations are added to children's records as set out in an observation timetable

- All moderated observations will be published by the Class Teacher weekly and in a timely manner
- We will try wherever possible to allocate 'Tapestry time' for staff to upload and write up observations. Any overflow will have to be reported to the Class Teacher and planned to be completed in the same week
- Staff are able to take photos and videos of children during the session and observations maybe written up, so long as another adult is available to ensure the children's care and welfare
- Observations should be written in the present tense
- Only children's initials should be used
- Staff should log out of the Tapestry application securely when they have finished using the tablets daily

Parental responsibilities

Parents who agree to use Tapestry will need to give their permission for a Tapestry journal to be created and maintained for their child

- Parents will need to give permission for staff to take photos of their child and also videos which will be used in their online journals
- Parents will need to give permission for their child to appear in any group photos

- Parents are not to electronically share, by social media or other platforms, any part of their child's learning journal including photos and videos. The journal is for personal use meaning that information cannot be shared with others or published in any way without the written consent of the parents or carers of those who may be included
- Parents are to agree to keep their logins safe and secure
- Parents are welcome to read the Tapestry guidance and policy on 'privacy, security and back up' if they should wish to do so

Parents can print off their learning journal into a paper format and any parent who chooses not to agree to an online journal can request a paper format

Parents should not use Tapestry as a means to communicate day to day matters. This should be done via the school office by email or by speaking to a member of the Foundation Stage.

Parental Agreement:

I/we do/do not consent to the use of the online Tapestry Journal to record the progress of our child as set out in the Parental Responsibilities section above.

I/we do/ do not consent for my child to appear in group observations.

I/we will ensure the proper use of my child's login and details. (See responsibilities above.)

Signed.....

Dated.....