



Deanshanger Primary School

Tapestry Learning Journal Policy

Policy Statement.

Deanshanger Primary school ensures that all children attending Foundation Stage and Year 1 have a personal learning journal which records photographs, observations, comments and assessments in line with the Early Years Foundation Stage and then builds upon this in line with Year 1 expectations. Tapestry is used to develop up a record of each child's interests and achievements during their time in the EYFS and Year 1.

Aims.

To provide an online journal for families and staff to record and communicate children's learning. This will enable us to understand their level of achievement, interests and learning styles and use this information to plan for their next steps.

Procedures.

- Deanshanger Primary School uses a secure online Learning Journal system (Tapestry), allowing staff and parents to access the information via a personal password protected login.
- Staff access, with password protection, allows input of new observations and photographs or amendments of existing observations and the addition or removal of photographs.
- Parent access allows input of new observations and photographs or the addition of comments on existing observations and photographs. Parent logins do not have the necessary permission to edit existing material.
- Observations and assessments added to the Tapestry system are moderated by the child's Teacher 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 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 that they will not share or publish any image or observations from their child's learning journal on any social networking site to protect images of other children that may appear in any photo's contained in their child's Learning Journal.
- The learning journal only starts once the child has started in the school and parents have signed consent forms and completed the email request form.
- Each child will have observations made and assessed by all of the Early Years Team.
- In all written observation notes other children are not referred to by name.
- A child's Learning Journal is a document recording their learning and development inside and outside school. Parents may upload observations or contribute photographs, videos or information about activities they have been doing at home and comment on observations made at school.
- Staff will be allocated time at work to update journals.
- If any member of staff suspects that their login details have been compromised in any way, they must inform the Foundation Stage Leader and new login details will be created.
- All data held on our Tapestry account is owned by Deanshanger Primary school; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.
- Photographs stored on the tablets are deleted on a regular basis by a member of staff.

- Observations are assessed and moderated by the child's class teacher before being added to the child's learning journal.
- Parents/carers are invited to a workshop session on Tapestry during the Autumn Term to inform and encourage participation with their child's online learning journey.
- Tapestry enables staff to see which areas of learning individual children are thriving in or where they require additional support. The online journal enables staff to access children's outcomes according to the age band of the Early Years Foundation Stage Profile and then to track their ongoing progress in Year 1. The Foundation Stage and Key Stage One leaders will also use the 'Snapshot' assessment tool to track cohort progress and attainment to analyse gaps and inform summative assessments.

Security.

The Tapestry on-line 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 access their own child's information and are unable to view other children's learning journals.

Parents without internet.

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

Parents that have dual parenting responsibilities but are no longer together.

Where there are difficulties between partners and problems over access and the visibility of information, there are two options to consider –

1. Make the account inactive and periodically invite both parents in to add comments using a paper version of Tapestry.
2. Set up two accounts - one for Mum and one for Dad with observations added to both accounts.

Parents can upload to their own account but their observations are private.

Sharing with children.

Staff will share the photographs they take with the children as they are taken and will record any comments made by the children within the observation. Children may also wish to share and discuss observations made at home as part of 'show and tell'.

We encourage parents and carers to share their journals at home with their child. It develops the children's sense of belonging and gives them something to be proud of. It also gives them a sense of achievement realising they are now able to do and achieve so much more. Any opportunity for children to discuss events that happened, in the past tense, using their memory recall and linking events with family and friends, covers so many areas of learning with the EYFS.

When children join our school.

If the child has a Tapestry journal at their previous school/setting we can import their journal to continue recording their learning at Deanshanger Primary School.

When children leave.

When children move to year 1, or another setting, we provide parents/carers with a link to download a copy of their child's learning journal before the learning journal is sent on. The

Foundation Stage team are happy to offer support and advice as required, but there are also self-help tutorials on the Tapestry website.

The child's information and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once their journal is deleted or sent to the new setting.