



Tapestry Online Learning Journal

Policy statement

Layer Preschool ensures that all children attending the setting have a personal Learning Journey which records photographs, 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

- Layer Preschool uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer, iPad or iPhone via a personal, password-protected login.
- Staff access allows input of new observations and photographs or amendment of existing observations and photographs.
- Parent access allows input of new observations and photographs or the addition of comments on existing observations and photographs – parent log-ins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system are moderated by a 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 photographs contained in their child's Learning Journey.
- The Learning Journey is started once the child has started Preschool.
- In all written observations, other children are referred to using their first names only.
- All photographs taken of children are stored on Preschool Tablets or on the school computer system. Staff will add photographs to observations and delete from system when no longer needed.
- Tapestry is not used as a general communication tool between 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 photographs, videos or information about activities they have been doing at home.

- Parents may contact us through the usual channels info@layerpreschool.co.uk for any other day-to-day matters, e.g. absence, etc.

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 information and are unable to login to view other children's Learning Journeys.
- Parents must agree **NOT** to publish observations, photographs or videos on **ANY** social media sites
- Parents have been informed they **MUST** keep the login details within trusted family