Policy - Learning Journeys – Tapestry

Aims

Ide Hill Pre-school ensures that all children attending the setting have a personal Learning Journey 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

- Each child will have an Early Years Practitioner (key person) allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Ide 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 moderated by the Manager 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 as 'C1', 'C2', etc. – and not by name.

We will try wherever possible to allocate "Tapestry time" to each member of staff to enable them to upload observations.

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.

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. (further information on security from Tapestry Security Policy is available on request from Liz Money or Kate Jepson).