Waltham Pre-School

Tapestry Online Learning Journal Policy

Policy Statement

Waltham Pre-School ensures that all children attending the setting have a personal Learning Journey which records photos, observations, and comments in line with the Statutory Framework for the Early Years Foundation Stage. This Learning Journey builds 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

- Waltham Pre-School use 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.
- 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 begins once the child has started Pre-school.
- New observational entries to a child's Learning Journey will usually be uploaded within one week of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children, where appropriate, are referred to by first names only
- 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 Pre-School through the usual channels for any other day-to-day matters, e.g. Lost property, absence, etc.

Security

- The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK.
- Tapestry is accessed in the same way as online banking and is NOT social media.
- Employees looking after our servers are security vetted to B57858 standard.
- 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.