

# **The Bellbird Primary School**



## **Tapestry Policy**

**January 2021**

**(To be reviewed January 2024)**

## **Aims**

The Bellbird Primary School ensures that all children attending the Early Years Foundation Stage have a personal Learning Journal which records observations and comments, in line with the statutory Early Years Foundation Stage curriculum. The aim is to create a holistic view of the child and strengthen parental partnerships. The Learning Journals show children's developmental progress through the different age bands of the EYFS to the Early Learning Goals.

## **Procedures**

At The Bellbird Primary School we use an online system called Tapestry to record and store observations and assessments relating to each child. This is a safe and secure system which allows staff, parents and carers to access the information from a computer or tablet via a personal password protected login. Whilst the child's class teacher has overall responsibility all EYFS staff are encouraged to capture observations for all children in the class.

Staff access allows input of new observations and photos. Parent access allows input of new observations and photos or the addition of comments to existing observations and photos.

Observations inputted into the Tapestry system are moderated by the class teacher before being added to the child's Learning Journey. Parent access allows them to comment (or reply) to observations that staff have made, as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child's Learning Journey.

As part of our commitment to safeguarding, 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. This is separate from our photography and use of images consent form as the information is not-accessible without a personal log-in. Before accessing the system parents have to sign to agree not to download and share and information on any other online platforms or social networking sites, such as Facebook, Twitter.

Observations are uploaded by members of staff in the Early Years team and are monitored by the class teachers and by the SLT/ Headteacher for work scrutinies.

## **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 a unique user id and password.

As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child. Other than family, only the Early Years team and SLT have access to the Learning Journey.

All staff at The Bellbird Primary School have up to date safeguarding and e-safety training.

Staff use iPads to take photographs for observations. Photos are uploaded to the journal within a reasonable period. Photos are not stored on the iPads for longer than a term.

Class teachers are permitted to take iPads home to update Learning Journey as well as using the Tapestry site on their school laptop. Whilst at home teachers will ensure that personal information and log-on information is not being compromised or shared with others. Staff must also logout as soon as they have stopped working.