

# St Francis of Assisi CP School

## Tapestry (On-line Learning Journal) Policy

### Policy statement

At St Francis of Assisi CP School we provide all children attending Reception with an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home in the Early Years.

### Procedures

- At St Francis of Assisi CP School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- All staff are able to capture observations for all children. Only teachers are able to approve and publish observations to the journal.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the teaching staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child to have a Tapestry journal and for their child's photo to appear in other children's learning journals. Tapestry permission forms are kept by the class teachers.
- Group observations cannot be commented on by parents.
- Before using the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the school and parents, it is not usually used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Staff will make at least 2 observations per learning time session (2 observations in the morning, 2 observations in the afternoon).
- Observations will show 'WOW' moments where children have made progress in an area of learning.
- Observations are regularly monitored by the EYFS Lead and EYFS teachers and assessed to ensure they are providing relevant and informative information.

## **Safe Use Agreement**

- Staff should only log on to the app as themselves.
- Staff should exit the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by St Francis of Assisi CP School.
- Staff should not share any information or photographs relating to children with any person not employed by St Francis of Assisi CP School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. tablets that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of the school.
- At all times staff must comply with whole school safeguarding policies.

This policy runs in conjunction with the following policies:

- Safeguarding policy

Hayley Wadie (EYFS Phase Leader)

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