

EASTINGTON PRIMARY SCHOOL



Tapestry Policy (Online Learning Journey)

Reviewed – Autumn 2019, Autumn 2020, Autumn 2022, Autumn 2024
Date of next review – Autumn 2026

Headteacher: Mrs. H Gallagher

Chair of Governors: Mr. A Fernandes

This policy has been written in conjunction with the following policies:

- Child Protection Policy
- E-Safety Policy
- Acceptable Use Policy
- Data Protection Policy

Introduction

Tapestry is a safe and secure system that enables parents and carers to access their child's learning journey at any time. They can share it with their child at home and also post any observations, photographs and videos of their own, helping to create a fully holistic view of the child and strengthen the parent partnership between home and school. It will also show children's developmental progress through the different age bands of the Early Years Foundation Stage to the Early Learning Goals.

1. Procedures

Tapestry allows staff and parents to access the child's Learning Journey from any computer, smartphone or tablet via a personal, password-protected login.

- Staff access allows input of new observations, photos and videos or amendment of existing observations and photos or videos.
- Parent access allows parents to comment on their child's school observations, and input their own observations and photos or videos. 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.

1.1 Staff

All staff working within the Foundation Stage (Discovery Class) are responsible for pupil development and the compilation of their learning journeys. This means that all staff within the classroom have their own account and are able to capture observations for all children.

A learning journey is started once a pupil has joined school in Foundation Stage 1 or 2. New observational entries to a child's Learning Journey will usually be uploaded within one week of the observation being made.

If staff need to refer to other pupils in a written observation they will be referred to by initials and not by name.

All photographs taken of children are either immediately uploaded to Tapestry or are stored securely on the iPad or camera before being uploaded.

Observations are validated by Mrs Honey (Class Teacher and Tapestry Manager) and Miss Newman (Nursery Nurse) before being published to the child's Learning Journey to be viewed by parents.

****(Other staff working within the setting can make observations on children in the setting, however, they can only be validated and assessed by the members of staff named above)***

Observations are regularly monitored by the managing staff and assessed to ensure they are providing relevant and informative information.

Tapestry is not usually 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 observations or contribute photos, videos or information about activities they have been doing at home.

However, in the event of a school closure, if Discovery Class or individual children within the setting need to self-isolate for a period of time, then Tapestry may be used, sometimes alongside Seesaw, to communicate between home and school. This may be used to provide parents and carers with different ways to extend their child's learning at home. Ideas for games, stories and activities which build on what the children already know may be uploaded onto your child's Tapestry account.

In the event that a parent does not have access to the internet, staff will ensure that a computer or a tablet will be made available at regular times in order for parents to log-in to tapestry with their own log-in details to be able to view their child's learning journey.

For parents choosing not to use the Tapestry tool, a paper form of their learning journey, containing written observations and assessments will be kept in school.

1.2 Parents

Parents are asked to sign a consent form to show that they agree to guidelines for accessing and using Tapestry 'Online Learning Journeys.' Within this agreement they are asked to give 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. If a parent withholds consent for their child's image to appear in other children's learning journeys, then the child will only

ever be photographed alone and no shared observations will be made including that child.

See Appendix 1 for a full copy of information shared with parents.

Parents logging onto the system are only able to see their child's learning journal.

Parents may input new observations, photos and videos. They do not have the necessary permission to edit existing content.

1.3 When children leave

If a child leaves in the middle of the school year parents will be given access to save or print their own copy of the learning journal. Permission will be sought from the parent before Tapestry is sent electronically to a new school.

When a child reaches the end of their time in Foundation Stage we will keep a digital copy of the learning journey in school and enable parents to save or print their own copy of the learning journal as a lasting record of their child's time in Discovery Class. The child's information and their learning journey will then be permanently deleted from our online Tapestry account.

2. Security

The Tapestry online 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 pupils, all Learning Journeys are password protected so that parents and carers can only access the account of their child. Other than family, only staff working in Discovery Class have access to learning journeys.

Staff use iPads and school cameras to take photographs or videos for observations. Photos will be uploaded to the journal as soon as possible and then they will be either uploaded onto the school's secure server or simply deleted from the device. If the photo cannot be uploaded onto tapestry immediately the photo will be stored on the iPad, camera or server until it can be uploaded.

Staff are not permitted to take the iPads home and they will remain on school premises at all times, unless specific permission has been granted by the e-safety coordinator.

Staff wishing to update learning journeys at home are able to access the Tapestry site using their school laptop. If staff do work on Tapestry at home, they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working.

Staff are not permitted to download any photographs of pupils onto their own, personal devices.

Staff will not allow any internet browsers to remember passwords for Tapestry.

Staff will be deleted from the system if they no longer work in Discovery Class.

If any member of staff suspects that their login details have been compromised in any way, they must inform the Tapestry managers Mrs Honey and Miss Newman and new login details will be created. The Tapestry team at Foundation Stage Forum HQ may be contacted to temporarily deactivate the account / help to change passwords. They will be contacted at the following email address: tapestry.support@eyfs.info

Staff should log out of 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 - passwords should contain numbers, lowercase and uppercase letters.

All entries on Tapestry remain the property of Eastrington Primary School.

All staff with access to Tapestry are required to sign to ensure they follow and agree with this policy annually.

At all times staff must comply with Child Protection, Data Protection and Acceptable Use policies.

Appendix 1

Eastrington Primary School

Discovery Class



Dear Parents / Carers,

In Discovery Class we create an individual ‘learning journey’ for your child through a piece of educational software called ‘Tapestry’. This journal allows us to share information with you about your child’s learning and you can share your own observations and comments with us, helping us to get to know your child really well.

By logging on with a secure username and password you will be able to add your own photos and observations as well as view all of your child’s observations, photographs and even videos from their time in school. You will receive an email telling you when a new observation or photo is available to view. This will enable you to follow some of your child’s individual achievements at school and you can reflect upon their accomplishments with them. Staff will reference your child’s learning to the Early Years Foundation Stage profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. All this information is stored on a secure server which is monitored closely.

As E-safety is extremely important, we ask you to provide us with some information below and sign the agreement on the next page to show that you understand and agree with our guidelines. Once this has been returned to school please look out for an email from Tapestry on how to log in and then follow the instructions from there. You will then be able to download and log into the Tapestry app on a smartphone or tablet.

If you have any questions, please come in and see us and we will be happy to help as much as we can.

Many thanks,

The Foundation Stage Team

Eastrington Primary School

Discovery Class – Foundation Stage

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

I give permission for my child to be in photos which may include other children.

I will not download or publish any observations, photographs or videos on any social media site, or share these with others.

I will keep my login details safe and secure. I understand that the login details are confidential to ensure that any data is protected.

I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the above guidelines:

Print name: _____

Name of child: _____

Signature: _____

Date: _____

Email: _____