



BIRCHINGTON CE PRIMARY SCHOOL

Online Learning Journal (Tapestry) Policy



LEARNING AND GROWING; SAFE IN GOD'S LOVE

Aims

Birchington C.E. Primary School ensures that all children attending the setting have a personal Learning Journal 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.

Procedures

Birchington C.E. Primary School uses an online Learning Journal system (Tapestry), allowing staff and parents/carers 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/carers access allows input of new observations and photos or the addition of comments on existing observations and photos – parent/carers logins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system may be validated by a Leader before being added to the child's Learning Journal.

Parents/carers logging into the system are only able to see their own child's Learning Journal.

Parents/carers are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.

New observational entries to a child's Learning Journal will be uploaded once an observation has been made. Observations and updates to the journal may not occur every day that the child attends school.

In all written observations other children are referred to by first name only.

Birchington C.E. Primary School will try wherever possible to allocate 'Tapestry time' per week to each member of staff to enable them to upload observations.

Tapestry is not used as a general communication tool between school and home. A child's learning journal is a document recording their learning and development and parents/carers may add comments on observations or contribute photos, videos or information about activities they have been doing at home. Parents and carers may contact the school through the usual channels, such as contact books, for any other day-to-day matters, e.g. absence, lost property, etc.

Security

The Tapestry online Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site.

Photos and videos taken using the Tapestry app are only stored on the device used or the school server.

Access to information stored on Tapestry can only be gained by unique user I.D. and password.

Staff can see the details of all children when logged in to Tapestry using their unique login on a school device. They are then able to add observations into any child's journal. When a member of staff leaves the school they will be deleted from the system.

At the beginning of the school year EYFS parents/carers will give consent to the school to create a Tapestry account. They will also be asked to consent to photographs and/or videos containing their child's image to be included in other children's Tapestry Journals. Staff will be informed of this consent.

Parents/carers can only see their own child's information and are unable to login to view other children's Learning Journals. We ask that parents and carers do not upload any media from Tapestry onto social media sites. Should we find parents and carers using Tapestry inappropriately their access may be terminated.

Once a child leaves the EYFS, you can login and download your child's Learning Journal and save. Data will be deleted and parent/carer access to Tapestry will be revoked once the children are in KS1.

This policy links with our Online Safety and Acceptable Usage policies.

GP –Acting EYFS Leader: Sept 2023

Reviewed due: Sept 2024