



SHARLSTON
COMMUNITY SCHOOL

Learning Journal (Tapestry) Policy

Date	Review Date	Lead	Governor
September 2022	September 2023	A Hutchinson	L Harrison

Learning Journal (Tapestry) Policy

Aims

Sharlson Community School ensures that all children attending the Early Years Foundation Stage have a personal Learning Journal which records photos, observations and comments, in line with the statutory Early Years Foundation Stage framework. We use an online system called Tapestry to record and store observations, achievements and next steps relating to each child's learning. This is a safe and secure system and one that enables parents and carers to access their child's Learning Journal at any time. They can share it with their child and family at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen parent partnerships. It shows children's achievements across the seven areas of learning of the EYFS framework. Each Learning Journal will evidence, through observation, the developmental progress that a child has made throughout their time with us in EYFS.

Procedures

Tapestry allows staff and parents to access the child's Learning Journal from a computer or tablet 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 Journal.

As part of our on-line safe-guarding policy, parents 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. Before accessing the system, parents have to sign to agree not to download and share information including photographs on any other online platforms or social networking sites, such as Facebook, Instagram or Twitter.

Observations input into the Tapestry system are validated by the child's Class Teacher before being added to the child's Learning Journal. At the beginning of each week, parents and carers will receive information about the week's learning along with photographs and/or videos of enhancements to provision that will be on offer to their child. Teacher's will also post memos about upcoming school events. Staff will take photographs of individuals and groups of children accessing the provision and learning throughout the week. Teachers will then post on Tapestry a round-up of the weekly learning, including the photographs taken by staff. A minimum of one observation every three weeks will be added to each child's Learning Journal. Observations will consist of a photograph or video with a description of the learning that took place, and, where appropriate, next steps in a child's learning. All photographs taken of children are uploaded to Tapestry immediately, or are stored securely on the password protected iPad before being uploaded within 1 week. Photographs will be deleted from iPads within one week of being uploaded to Tapestry.

A child's Learning Journal is a document recording their achievements and development, and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home. Children will be rewarded with dojo points or stickers when home learning challenges are completed and evidence of this is posted on Tapestry. Tapestry is not

used as a general communication tool between home and school. Parents may contact the school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

The Learning Journal begins once the child has started in EYFS at Charlston Community School. If a child leaves in the middle of the school year, permission will be sought from the parent before their Tapestry Learning Journal is sent electronically to a new school.

Parents and carers will have the opportunity to download their child's Learning Journal as a keep sake, two weeks before the end of the Reception academic year. All Learning Journals of Reception children will be deleted at the end of the academic year.

Safe Use Agreement

- Staff should log out of the Tapestry app/programme when they have finished in order to maintain confidentiality.
- Staff must not share log-in or password details with anyone not employed by Charlston Community School.
- Staff should not share any information or photographs relating to children with any person not employed by Charlston Community School.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices. E.g. iPad or tablet that they are using, and report any missing devices.
- If accessing Tapestry on a private computer, or not on Charlston Community School premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Charlston Community School.
- At all times, staff must comply with the Child Protection /Safeguarding policies of the school and Internet Safety policies.

Note – Should we find parents/carers using Tapestry inappropriately their access may be terminated.

Related policies

Child Protection and Safeguarding Policy

Use of Photographic Images

Teaching and Learning Policy

Staff Code of Conduct

Internet Safety Policy