

10.14 TAPESTRY LEARNING JOURNEY POLICY

Aims

Cuckoo Meadow Pre-school ensures that all children attending the pre-school have a personal Learning Journey which records photos, observations and comments, in line with the statutory Early Years Foundation Stage curriculum, to build up a record of each child's achievements during their time with us.

It will also show children's developmental progress through the different age bands of the EYFS.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

Each child will have a keyperson allocated to them who will be responsible for the compilation of their Learning Journey.

Cuckoo Meadow Pre-school uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal password-protected login.

Staff access allows input of new observations and photos/videos or amendment of existing observations and photos.

Parents access allows input of new observations and photos or the addition of comments on existing observations and photos parent logins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system are usually moderated by a senior member of staff before being added to the child's Learning Journey.

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

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.

Parental permission is needed for any Tapestry photos to appear in children's Learning Journeys and for parents are asked to sign an agreement that no Tapestry photos will be put onto any of their social websites or media i.e. Facebook.

In all written observations, other children are not named.

The Learning Journey is started once the child has joined pre-school. During the first term, entries will be made more frequently as staff get to know the children.

New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observations being made.

Termly summative assessments are printed off for management to moderate.

We will try wherever possible to allocate "Tapestry time" on a daily basis to ensure records are kept up to date.

Tapestry is not used as a general communication tool between Pre-school and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

Parents may contact us through the usual channels for any other day-to-day matters, e.g. absences, lost property, etc.

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 unique user id and password.

Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Should the iPad be taken off the premises by a member of staff they agree that only they will have access to them.

This policy was adopted at a meeting of
(Name of provider)

Held by

Date to be reviewed

Signed on behalf of the provider

Name of Signatory

Role of Signatory (e.g Chair)