

Adopted date:	22/11/21
Signature of Headteacher:	Karen Wrixon
Signature of Governing body:	Maria Dixon
Next review date	Autumn 2023

Tapestry Policy



William Barnes Primary School use an online Learning Journal system called Tapestry to record and store all observations and assessments relating to each child in the reception class. This is a safe and secure system that enables parents and carers to access their child's learning journey at any time. Parents can make comments and add to the journal, sharing this with their child and giving them the opportunity to reflect on their learning. In this way, we are able to strengthen our parent partnership and use joint observations to create a more accurate picture of the child, their next steps and individual learning and development.

Planning

Tapestry enables William Barnes Primary School to track children's areas of learning and identify next steps. We use Tapestry for tracking, observation gap analysis, snapshot analysis of a child's development and to formulate next observations and steps.

Safety and Security.

Relevant staff members use portable devices to take photographs for observations which are added to the journals. Each staff member has a secure login which is password and pin protected. The devices are kept in a secure cupboard within the setting and remain on site at all times.

Staff are allocated time at work to update journals and assess their children's next steps. A dedicated laptop and portable device is allocated for this. Staff should have minimal need to work on journals at home, however, in rare circumstances it may be necessary for staff to work at home and access the Tapestry site using their own devices. In this case the staff are aware that any work will be carried out in private. Staff are not permitted to download any photographs of the children onto their own device. Staff sign an acceptable user agreement in accordance with the above.

If any member of staff suspects that their login details have been compromised in any way, they must inform the manager and new login details will be provided.

The Tapestry Online Learning Journey system is hosted on secure dedicated servers based in the UK, further details and a link to the Tapestry Privacy, Security and Back-up Policy is as follows:

<https://tapestry.info/privacy.html/>

All data held on our Tapestry account is owned by William Barnes Primary School.

Photographs stored on portable devices and laptops are deleted on a regular basis.

Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journey(s). If parents withhold their consent no shared observations including their child shall be made. If the child should appear in the background of another child's photo, their image will be blurred.

Frequency of posts.

During sessions, our focus is on supporting the children in their play. Regular observations are made by adding basic information to Tapestry, keeping the recording process and use of devices to a minimum. In order to ensure our observations and assessments are of the best quality, staff then complete these observations in detail at a later time, convenient to the YR timetable. These will then be checked and approved by a senior member of staff before being added to your child's online journal. Whilst we endeavour to ensure observations are regularly made, the frequency at which these observations are uploaded online cannot be guaranteed.

Parents without internet.

Parents will have access to view their child's online Journal within William Barnes Primary School, using the portable devices and supported by a member of staff at a time convenient to each.

When Children Leave

When children move to another setting, we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a copy of the PDF.

When a child leaves William Barnes to start another school, we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time in the school. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain once they have left.

Linked Policies:

Safeguarding, E-Safety, Confidentiality, Parent Partnership, Admissions, Photography/Digital images