



Highbury Primary School

‘Valued as Individuals, Inspired and Nurtured as Learners’

Respect, Resilience, Confidence, Kindness, Inclusive, Aspiration

Tapestry Policy

Highbury Primary School and Nursery ensures that all children attending the setting have a personal Learning Journey 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. 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

Procedures

- Each child will have an Early Years Practitioner (EYP) allocated to them who will be responsible for the compilation of that child’s Learning Journey.
- Highbury primary Nursery 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 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 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. Parents who sign this agreement also then agree that they will not use the photos of their children which may also

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contain other children for anything other than personal use; so must not go on any social networking sites or any other type of public use.

- The Learning Journey is started once the child has started Nursery. During the first term, entries will be made more frequently as staff get to know the children.
- Tapestry is not used as a general communication tool between Nursery 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. absence, 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.

Policy Reviewed: September 2020

Nursery Manager: Rebecca Frost

Policy Review Date: September 2021

Admin Officer: Angie Bayliss

Governor:

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