



Tapestry Policy (to be approved by the Governing Body in November 2017)

Five Islands Academy ensures that all children attending the Early Years Foundation Stage have a personal online Tapestry learning journal. This enables us to record 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 in Nursery and Reception. It will also show children's developmental progress through the different age bands of the EYFS.

- Using an online Learning Journey system (Tapestry), allows the EYFS staff and parents to access the information stated above from any computer via a personal, password-protected login.
- 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 required to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys.
- Staff will endeavour to upload new observational entries to a child's Learning Journey within 10 working days of the observation being made.
- All devices with photos stored for Tapestry are pin protected.
- Tapestry is **not** used as a general communication tool between school and parents. 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.
- The Tapestry online 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.





Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

Parent Agreement

As a parent of a child at Five Islands Academy I agree:

- Not to publish any observations, photographs or videos from Five Islands Academy Tapestry account, of my child or other children, on any social media site.
- To allow my child to appear in photos/observations in other children's profiles/ learning journals (such as group activities/observations) if they are engaged in the same activity.
- To speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- To keep the log in details safe within my trusted family.
- That any current Tapestry accounts held by other childminders or settings may be shared and merged to allow dual access from both settings.

I give permission for Five Islands Academy to create an online Tapestry Learning Journey for:

Child's Name: D.O.B

Please state below any people (including yourself) you would like to have access to your child's Tapestry Learning Journal and sign each one to give consent.

<u>Name</u>	<u>Relation</u>	<u>Email</u>	<u>Signature</u>
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By completing and signing the consent form I agree to all points mentioned in this parent agreement.

Printed name:

Signature of legal parent(s)/guardian(s):

Date:



Introduction to Tapestry

Tapestry is an Online Based Learning Journal System which Five Islands Academy adopted in Autumn 2017 to record observations of all EYFS children. It also allows us to track development, complete reports, identify next steps and plan for your child's individual needs.

Each child within Nursery and Reception will have their own individual learning journey, which you as a parent are able to access at any time with either an app on your mobile phone/ tablet or through the desktop version on a laptop/computer. You will be able to view photos/videos of the many exciting learning opportunities your child will take part in whilst under our care; it is also fully interactive. It allows anyone with access to a child's learning journey to comment on posts and upload photos/videos and observations from home. Home observations will be invaluable in helping us obtain a fully rounded view of your child's interests/likes/dislikes/home progress. You are able to add as many relatives as you like, so they can view your child's learning journey and share in the joy of your child's learning and development!

The Tapestry system is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack resistant techniques. All photos are kept confidential and only used for Tapestry or class Facebook pages (if consent has been given.) Each observation we make will be uploaded directly onto the mobile app and linked into your child's personal profile. These observations will include notes, photographs, EYFS assessments, characteristics of learning and videos.

You will be able to view the complete set of observations as a learning journey, flipping through your child's observation pages in chronological order, or filtering in flexible ways to access your favourite records. You will always be able to access your child's learning and will receive automatic emails when new entries are made.