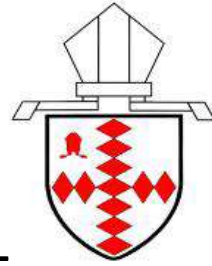




St PAUL'S (C OF E) PRIMARY SCHOOL



Tapestry Online Journal Policy

Faith - Hope – Love

Adopted: September 2023

Next Review: September 2024

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Statement of use and intent

St Paul's Church of England School ensures that all children attending have a personal Learning Journey. This is an online electronic learning journal through a programme called 'Tapestry'. This software enables us to record, track and share your child's learning against the Early Years Foundation Stage (EYFS) Framework. Having this journal online enables staff to take photographs, video and to make written observations of the activities your child undertakes and allows staff to instantly upload these throughout the day.

Once parents/carers have provided the school with an e-mail address, we will be able to set up an account. By logging on using a secure username and password, parents/carers will be able to view all their child's learning during their time within the early years provision at St Paul's Church of England School. Having access to this information provides an excellent opportunity for us to share details about children's learning and achievements so that parent/carers can celebrate their learning at home. Tapestry also creates personalised next steps for each child which parents/carers can view and use to support their child's learning and development at home. Parents and Carers will also be able to add their own photos, videos, and comments to the journal. This enables us to form an inclusive and fully holistic view of the child and strengthen parent partnership.

Tapestry, which is a GDPR compliant company, uses a system hosted in the UK on secure servers. These servers conform to very high standards and are proactively managed 24 hours a day by a central security team. The safeguarding of our children is of paramount importance to us. Everything which is added to Tapestry will be added to our school account and can only be viewed by the staff and Parents and Carers using the system, using your own personal log in detail. Parents and Carers will only have access to their child's journal, and this cannot be seen by other parents.

Procedure

- St Paul's Church of England School uses an online Learning Journal system called Tapestry, allowing staff and parents to access the information from any computer via a personal, password-protected log-in.
- The Learning Journal will start once the child has started our early years provision
- Parents are required to sign an agreement and registration form before accessing the Learning Journal.
- Parents logging into the system are only able to see their own child's Learning Journal.
- Class teacher will oversee the compilation of that child's Learning Journal.
- Photographs taken of children are added to Tapestry daily whilst staff are on the school site.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.

- Staff access permits the input of observation, photos, video, audio, and notes of interactions with a child. This ensure that we can track and record the children's progress and their learning and development is monitored as part of our legal obligation under the EYFS statutory Framework.
- Observations added to a child's learning journal are monitored by class teachers and the early years lead.
- In all observation notes, other children are referred to by initials and not by name, unless we have written or verbal consent from the parents.
- Parents/carers access permits the input of observations, photos, video, and audio. In additional parents/carers can add a new comment or respond to the comments of existing observations taken by staff. Parents/carers access will not give authorisation to edit existing observations.
- Parents/carers are requested to sign consent giving permission for their child's image to appear in other children's Learning Journals and protect images of other children that may appear in any photos contained in their child's Learning Journal.
- Tapestry is not a communication method between school and home. Tapestry enables us to record, track and share your child's learning against the Early Years Foundation Stage (EYFS) profile. It also enables us to share details about your child's learning and achievements. Parents will be able to add their own photos, videos, and comments to the journal. Parent/carers should contact St Paul's Church of England Primary School through the usual channels for any other day-to-day matters, e.g. general, questions, absence, information sharing, etc.

Security

- Staff use an iPad to take photographs, videos, audio, or notes which are uploaded to the Learning Journals. Each staff member has a secure login which is password and pin protected. All iPads are stored in a secure unit on the school site and are not taken home.
- Staff have time daily whereby they can update journals and assess their key children's next steps to support their learning and development. If staff do work on Tapestry at home, they will do this through the Tapestry site. Staff will continue to adhere to all policies and procedures, ensuring data is safe and secure and will not give others access to their device or leave it unattended. Staff must logout as soon as they have stopped working and will not download any documents related to the children.
- If any staff member suspects that their login details have been compromised in any way, they will inform the leadership team immediately and new login details will be created.
- St Paul's Church of England school have a dedicated Tapestry school account.

- Access to information stored on Tapestry can only be gained using an individual unique personal login detail.
- Parents logging into the system are only able to see their own child's Learning Journal.
- An agreement and registration form will need to be signed before an account will be set up and access granted.
- The safeguarding of our children is of paramount important to us. All staff adhere to school policies and procedures to ensure this. These include online safety, Data Protection GDPR and Safeguarding.
- Parents agree not to electronically share, by social media or other platforms, any part of their child's Learning Journal (including photographs and videos).
- Information on how St Paul's Church of England School process and protect data can be read in our Data Protection GDPR policy.
- Tapestry, which is a GDPR compliant company, uses a system hosted in the UK on secure servers. These servers conform to very high standards and are proactively managed 24 hours a day by a central security team. You can view Tapestry's Data Protection policy on: www.tapestry-uk.org/privacy-policy

Procedure for setting a new child up on Tapestry

- St Paul's Church of England School will send parents/carers the parent/carer agreement and registration form (Appendix 1)
- Once the parent/carer agreement and registration form has been returned, a learning Journal for the child will be created.
- The parent/carer will be sent an email with their unique individual Id login details and a user guide will then be sent to parents so they can download and set up Tapestry on their devices.

When children leave

When children leave or move to another setting, we will transfer the Tapestry account to the new setting. If they do not use Tapestry, we will email a PDF of their Learning Journal to the setting. This will ensure the school have a record of the child's learning at pre-school and support the next setting to have an overview of the child's stages of learning and development. The child's information and Learning Journey will be permanently deleted from our Tapestry account so that no data on that child will remain with us once they have left St Paul's Church of England School.



Dear Parents and Carers

TAPESTRY LEARNING JOURNAL – September 2023

We use an electronic learning journal called 'Tapestry' to record, track and share your child's learning against the Early Years Foundation Stage (EYFS) profile. Having this journal online enables staff to take photographs, make videos and to input written observations of the activities your child undertakes, and allows staff to instantly upload these throughout the day.

Once you have provided the school with an e-mail address, we will be able to set you up with an account. By logging on using a secure username and password, you will be able to view all your child's learning during their time within the Early Years provision. Having access to this information provides an excellent opportunity for us to share details about your child's learning and achievements so that you can celebrate their learning at home, too. Parents and Carers will also be able to add their own photos, videos and comments to the journal.

Tapestry, which is a GDPR compliant company, uses a system hosted in the UK on secure servers. These servers conform to very high standards and are proactively managed 24 hours a day by a central security team. The safeguarding of our children is of paramount importance to us. Everything which is added to Tapestry will be added to our school account and can only be viewed by the staff and Parents and Carers using the system, using your own personal login details.

Parents and carers will only have access to their child's journal, and this cannot be seen by other parents. However, as children play and learn alongside each other, there will be times when they are photographed with their peers. For this reason, we would like permission for your child to appear in the photographs within other children's learning journals. **It is crucial that you do not share photos or video from your child's learning journal on social media or through other online platforms.** The photographs and videos uploaded to Tapestry by the school are the property of St Paul's Church of England School and you **do not** have permission to upload them onto any website on the internet. Any incidents where this confidentiality is broken will be dealt with seriously and will result in your access to the system being withdrawn.

We hope that you are as excited by this way of viewing your child's achievements. I have attached some frequently Asked Questions about the system, and further information can be obtained from Tapestry's website, where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

Attached to this letter is an agreement and registration slip which we require you to complete in order to set up a Tapestry account for your child.

If you have any further questions, please do not hesitate to contact us.

Yours sincerely

Miss Angela Batchelor

Frequently Asked Questions

Why use an online system?

Creating an Early Learning Journal is statutory for all children in Foundation as a way of assessing their learning. Until recently, this was done by handwriting observations, printing out photos and cutting out and sticking all of these into a paper book, which was all very time-consuming and took staff out of the classroom. By taking photos and videos that can be instantly uploaded, linked to a child and annotated later on in the day, it drastically increases the amount of time which staff can spend with your children, supporting their learning.

How do I get onto the system?

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>. It is available as a free app from the Apple Store and also on Android devices. We will ask you to provide us with an email address so that we can set a personal account for you. Once this is set up you will be sent an email allowing you to complete the setup process, including setting your own password. This will be a secure way of logging in, and you will only be able to see your own child's Learning Journal.

I do not have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person to come into school. You will be provided with access to your child's account and support, if needed.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system, but should you have any problems, a member of the Foundation Stage Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new observation has been added for your child.



**St Paul's Church of England Primary School
Tapestry Learning Journal
Signed Agreement and Registration**

Please return this slip to your child's teacher as soon as possible, and **no later than**_____.

Child's Name: _____

Class (please circle): Acorn Sycamore

Please read carefully before signing. If you have any questions or comments please speak to your child's teacher.

I give permission for an online Tapestry Learning Journal to be created and maintained for my child.

I give permission for staff at St Paul's Church of England Primary School to take photographs and videos of my child to be used in their online Learning Journal.

I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that photo.

I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others or published in any way without the explicit written consent of the parents or carers of those children who may be included.).

I agree to not make any inappropriate or personal comments about any pupil(s) or staff member(s) in the Learning Journal. I understand that I can comment on observations but they cannot be removed.

I agree to keep my login details safe and secure.

The email address I wish to use to access my child's Tapestry account is:

Please use (first and surname) as my username:

Parent/Carer name: _____

Parent/Carer signature: _____ Date: _____