

Online Learning Journeys IN EYFS - Policy



Aims

St Leonard's Foundation Stage 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.

Procedures

- Each child will have a key person allocated to them who will be responsible for the compilation of that child's Learning Journey, including their next steps in learning (however all staff will add observations for all children).
- St Leonard's 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. Staff must keep their passwords and pin numbers secure and protect images of children by ensuring **only** they have access to their Tapestry account and their school tablet. Staff members are encouraged to leave their tablet at school unless they **need** to update their Learning Journeys out of school time.
- 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.
- Observations input into the Tapestry system are moderated by a class teacher 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.
- 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.
- New observational entries to a child's Learning Journey will usually be uploaded within a week of the observation being made.
- 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.

F Keyser

EY Leader