



## Swallowtail Federation of Church Schools

### Tapestry

#### Policy statement

We ensure that all children attending the setting have a personal 'Learning Journey' which records observations, photographs, and videos, in line with the Early Years Foundation Stage (EYFS). The learning journey builds up a record of each child's developmental progress through the different age/stage bands of the EYFS as well as their achievements during their time with us.

#### Procedures

- ♣ We use an online Learning Journey system called Tapestry; it allows staff and parents to access the information from any computer, tablet or smartphone via a personal, password-protected login.
- ♣ Staff access allows the input of new observations, photographs and video footage or the amendment of existing observations etc., and to comment or add to parental input.
- ♣ Parent access allows the input of new observations, photographs and video footage and the addition of comments on existing observations, photographs or video footage.
- ♣ Parent logins are unable to edit existing material; merely able to comment on existing ones.
- ♣ 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 learning to be recorded using Tapestry.
- ♣ The Learning Journey is started once the child starts preschool/eyfs setting.
- ♣ New observational entries to a child's Learning Journey will usually be uploaded within one week of the observation being made.
- ♣ In all written observations, other children are referred to by their first name only.
- ♣ Images of other children may be included in children's observations on Tapestry.
- ♣ Devices used to photograph children always remain in the setting. ♣ Tapestry is not used as a general communication tool between preschool and home. A child's Learning Journey is a document recording their learning and development and parents may add comments on observations or contribute photographs, videos or information about activities they have been doing at home.
- ♣ Tapestry does not replace Parent Meetings.
- ♣ Parents may still contact us through the usual channels for any other day-to-day matters regarding their child.

#### Security

- ♣ 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.
- ♣ Parents can only see their own child's information and are unable to login to view other children's Learning Journeys
- ♣ When a child transitions to school or another setting the Learning Journey will be forwarded and then deleted from our system.

**Agreed by staff:**

**Date: Feb 2018**

**Agreed by Governors:**

**Date: March 2018**

Our Federation's mission is to work together to create successful learners, confident individuals and responsible citizens.

## **Values**

We aim to:

- Provide a Christian ethos relevant to all areas of school life
- Ensure a happy and caring environment in which all children and adults feel safe and can express their individuality
- Have high expectations for children in our care by providing an appropriate challenging curriculum which is inclusive and accessible to all
- Expect high standards of behaviour throughout the Federation
- Ensure equal opportunities for all
- Model and nurture good social, physical and spiritual development
- To celebrate achievement in all areas
- Ensure Governors are committed and involved in the life of the Federation
- Liaise effectively with parents, guardians, carers and the wider community
- Foster an awareness of and respect for the environment