

# Fylingdales Preschool

## Tapestry Policy

**Date created:** February 2017

**Date to be reviewed:** February 2018

### Tapestry Online Learning Journals

- New children and parent accounts are to be created by the Manager. Each child's with an account will receive an agreement to be signed and returned by the parent and then give them their username and password.
- All signed agreements are to be then given to the Manager to store in the Tapestry Folder.
- If parents do not sign an agreement, their child must still have a Tapestry account created for assessment purposes within school.
- When children start throughout the year, accounts must be created prior to them starting at the setting. This can be with just their name and date of birth and photos can be attached later.

### Parent partnership

#### **Parent access**

- Parents will sign an agreement and will then be given a private password linked to a personal email address. Any additional parents/ grandparents/ carers wanting to access the learning journey will have to have permission form child's family must be named added to the agreement.
- On their account, they will only be able to view their child's learning journey.
- Parents will be able to view photos containing other children from the setting (excluding looked after children).
- Parents will not be able to see any assessments linked to observations.

- Parents will be able to upload photos and videos to their own observations. They will be able to comment on observations added by the child's key person.
- When responding to parents' comments/ observations, staff will need to ensure comments are professional.
- Tapestry is not to be used as a general communication tool between Fylingdales Preschool and home. Parents will need to contact us through the usual channels to discuss any concerns other than the learning shown on the learning journey.
- When a child leaves the setting, or moves to year one at the end of the year, their learning journey will be given to parents via a pdf on a CD Rom.

### **Parents without internet access**

- Parents without internet access will be able to arrange a convenient time with the key worker of their child and will be able to view their child's learning journey.

## **Learning Journal observations**

### **Adding observations:**

- All photos/ videos to have a comment attached.
- All observations need to have assessments attached.
- Other staff member - If staff are unable to access a Kindle to record observations, they will use note pads to write observations down. Key person will then input the written observation.
- If a child attends one session per week 1 observation a week is to be added, along with 1 long observation a month, pictures of child during their play with comments and of art & craft work.

If a child attends 2+ days per week 2 observations a week is to be added, along with 1 long observation a month, pictures of child during their play with comments and of art & craft work.

### **Purpose of observations:**

- Observations uploaded are to include sufficient detail as appropriate- what the child personally says or does.
- Observations should focus on the positives- what has the child done in this observation that they haven't demonstrated before.
- Observations should not just outline a group activity and its purpose- they need to be specific to that child.

- Where possible, most observations should be based on child-led, self-initiated learning experiences during learning play.

### **Monitoring observations:**

- Overviews are to be printed by staff members on at least a fortnightly basis using the snapshot tool. Managers are to ensure all members of the team have access to these. Overviews are to be used to target/monitor children with limited observations. They are also to be used to inform planning.
- Moderation is to happen at least once every half term- either internally within the phase or externally. Two or three children from either class/group are to be selected by the phase leader to moderate as a team to ensure consistency. Any staff with concerns about the accuracy of a child's/ staff member's observations, can suggest focus children for moderation to the phase leader.
- All staff should be observing all children in the class, regardless of their key group.

## **Safeguarding**

### **Security**

- The Tapestry online learning journey system is hosted on secure dedicated servers based in the UK.
- Each member of staff will only be able to access Tapestry using their unique pin or password which is not to be shared with anyone else.
- Parents are only able to view their own child's learning journey when logging on.
- If a member of staff leaves Fylingdales Preschool, their access to Tapestry will be revoked immediately and their details deleted from the system.
- Once a child leaves the setting, the data will be irreversibly deleted. All learning journeys will be converted to pdf and downloaded onto the secure school server before this happens. Parent access will be revoked when the child leaves.

### **Group observations**

- All staff members are responsible for ensuring they know all looked after children within the setting. Each member of staff is responsible

for ensuring that none of these children are included in group photos or videos they upload. This also applies for children whose parents have requested that they are not included in group photos/school photos.