



Buxton Primary School

Tapestry Policy (Early Years Online Learning Journal)

September 2023

Formally adopted by the Governing Board of:-	Buxton Primary School
On:-	14th September 2023
Chair of Governors:-	Kathryn Corder
Last updated:-	October 2020
Review Date:	September 2026

Aims

Buxton Primary School ensures that all children attending the Early Years Foundation Stage have a personal Learning Journal which records photos, videos, observations and comments, in line with the statutory Early Years Foundation Stage curriculum. This is to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the EYFS.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

At Buxton Primary we use the secure on-line system Tapestry, which allows staff and parents to access the information via a personal password protected login. Whilst the children have a key worker, all staff are encouraged to capture observations for all children in the class.

Staff access allows input of new observations and photos/videos or amendment of existing observations and photos/videos. Parent access allows input of new observations and photos/videos or the addition of comments on existing observations and photos/videos. Parent log-ins do not have the necessary permission to edit existing material.

Observations published into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journal. Parent access allows them to comment (or reply) to observations that staff have published, as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child's Learning Journey.

As part of our online safeguarding policy parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. This is separate from our photography and use of images consent form as the information is not-accessible without a personal log-in. Before accessing the system, parents must sign to agree not to download and share information on any other online platforms or social networking sites, such as Facebook or Twitter.

Each child's Learning Journal is a document that records their learning and development which the parents can add to, contributing information about their child's learning at home. Discussions regarding general progress and development are done face-to-face with parents/carers at the school. Observations will be uploaded by members of staff in the Early Years team and are monitored by the class teachers and at times by the Head teacher.

Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. The Memo feature also allows staff to communicate information to parents without it being added to the children's Learning Journals.

Safe Use Agreement

- Staff should log out of Tapestry app / programme when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone not employed by Buxton Primary School.
- Staff should not share any information or photographs relating to children with any person not employed by Buxton Primary School.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry on a private computer, or not on Buxton Primary School premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Buxton Primary School.
- At all times staff must comply with the Child Protection / Safeguarding policies of the school and Internet Safety policies.

Note – Should we find parents / carers using Tapestry inappropriately their access may be terminated.

Related policies

Child Protection and Safeguarding Policy

Teaching and Learning Policy

Staff Code of Conduct

Online Safety Policy