



Tapestry Learning Journey Policy

Aims

Anston Hillcrest Primary School ensures that all children attending the Early Years 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. **The online platform we use is called Tapestry.**

Procedures

- All Early Years Practitioner's (EYP) working with children in the setting are responsible for the compilation of that child's Learning Journey. **This means that everyone in the FS unit can add to the learning journey for every child.**
- **Our** online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- The Learning Journey is started once the child has started Nursery or Reception Class. During the first term, entries will be made more frequently as staff get to know the children. Entries in Nursery class (**Butterflies**) will be more frequent up to one per week. Entries in Reception (**Caterpillars**) will be less frequent as learning will be recording in other ways such as in class books.
- 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 and in all written observations, other children will not be referred to by name.
- Observations inputted into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- Staff access- this is where staff input new observations and photos or make amends to existing observations and photos.
- Parent access- enables parents to be able to comment on existing observations and photos as well as being able to add entries themselves of things to be proud of/ celebrate/ milestones-
- Parents logging into the system are only able to see their own child's Learning Journey however 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. This is often due to children being involved in group activities.

General Communication

- Tapestry is not to be used as a general communication tool between school 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.
- If a parent needs to contact school; this can be done through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc in line with the rest of the school. these matters can be passed onto the teacher on the door at the start or end of the day or via phone or email to the school.
- School updates will be sent to parents via text message/email or weekly newsletter.

Security

- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Review procedure: September 2025

Person responsible: S Moore (EYFS/KS1 Leader)

Date of last review: September 2024