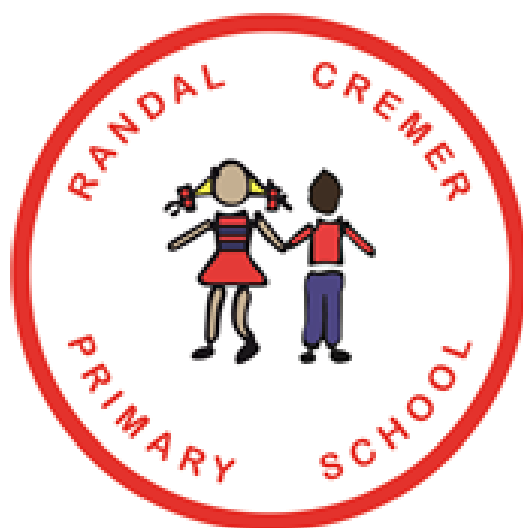


EYFS Online Learning Journey (Tapestry) Policy

Policy and Procedure

2018-19



Everybody Excelling, Every Day. No Excuses!

Rational

Development of modern technology means that tablets and other mobile devices can now be used effectively to record and track children's progress and learning. At Randal Cremer we use the 'Tapestry' app as an online learning journey for both staff and parents to record significant observations in relation to the EYFS profile. These observations include notes, photos and videos. This policy sets out how staff and parents will use these devices whilst keeping children safe.

Outline of Tapestry

The teacher will make an observation; link it to assessment criteria and save it to the individual pupil's online Learning Journey. Parents will then receive an email notification informing them that an observation has been made. Parents can then log on securely with their individual log-in and password to view the observation and are also able to leave a comment about what they have seen.

Additionally parents can make observations at home and contribute these to the Learning Journey. All Observations need to be approved by the EYFS Lead before they are added to the Learning Journey.

Staff use

The following measures are in place to ensure children and their details are kept safe:

- Only the Reception staff and class iPads will be used to photograph/video children
- All devices will be password protected
- The Tapestry app is pin protected
- 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.
- The app will be remotely deactivated as soon as possible should a device be lost or stolen
- Any information from the app will only be shared between official school emails and parents consented email.
- Should any parent misuse the app their account will be disabled
- All staff will be made aware of any children who should not appear in photos due to parents withdrawing consent or other factors
- Parents will be notified of the usage of such devices/software and its purpose (see attached letter)
- Only if all parents give consent can multiple observations be un-blurred
- Senior Management can access Tapestry at any point to ensure it is used appropriately.
- Tapestry have updated their policy in line with May 2018 GDPR regulations.

Parental Agreement

In order for children to be signed up to 'Tapestry' parents must agree to the following rules. As a Parent/Carer I agree to...

- Allow my child's photo and date of birth to be used to create an online Learning Journey
- To my child's image appearing in other children's Learning Journeys when joint observations are made.
- **Not** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Keep school informed of any changes to my email address.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey

Monitoring and Review

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will monitor the EYFS as part of the whole school monitoring system.

This policy will be reviewed regularly and will evolve to incorporate the views of all staff concerned.

Date: September 2018

Date of Review: May 2020

Person Responsible:

Torie Closs (AHT for EYFS)

Jo Riley (Head Teacher)

Reception Online Learning Journey- Tapestry

Dear Parents/ Carer,

This year we are continuing to use online Learning Journeys in addition to our Special Books to record children's progress and learning in EYFS. We will create individual 'Learning Journeys' for your child through a piece of educational software called 'Tapestry'. By logging on to a mobile application or computer with a secure username and password you will be able to view all of your children's observations, photographs and even videos from their time in Reception. You will receive an email informing you when a new observation is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements with your children. Additionally, you as parents can add comments to our observations as well as add observations of your own so that we as a staff find out which activities your child really enjoyed and the learning they get up to at home. All of this information is stored on a highly secure server which is monitored closely.

E-safety is extremely important to us at Randal Cremer, therefore we ask you to provide us with the following information and to sign the agreement overleaf to show that you understand and will agree with our guidelines. Please return the form as soon as possible so we can set up your log on. If more than one parent would like to have a login that is fine, just write down both/all emails on the form.

At the end of the school year we will email you with a PDF version of the online learning journey for you to keep. We are sure that you will love this new way of viewing your child's achievements as much as we do!

Many thanks,

Torie Closs

Assistant Headteacher for EYFS

Agreed guidelines for accessing and using Tapestry Online Learning Journeys

As a Parent/Carer I agree to...

- Allow my child's photo and date of birth to be used to create an online Learning Journey.
- My child's image appearing in other children's Learning Journeys when joint observations are made.
- **Not** publish or reproduce any of my child's observations, photographs or videos on any social media sites.
- Keep the login details within my trusted family.
- Keep school informed of any changes to my email address.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.

Consent Form

Name of Parent/Carer: _____

Name of child: _____

Signature: _____ Date: _____

Email Address/es:

Please return to school as soon as possible