



Tapestry Policy

Ongoing assessment is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles. During interactions with children, practitioners should respond to their own day to day observations and those that parents and carers share.

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.

Each child will be allocated an Early Years Practitioner who will be responsible for the compilation of that child's Learning Journey. 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 (within the registration form) giving permission for their child's image to appear in their Learning Journey and within the setting. If group photographs are uploaded, your child's picture may also appear on other children's Tapestry accounts. This too, parents can opt out of by ticking the appropriate box in the registration forms.

The Learning Journey is started once the child starts Pre-School. When the child moves onto Primary school the 'Tapestry Learning Journey' is uploaded onto a USB for children to take home with them and parents will also have the opportunity to download this file on to their own computers.

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's names are not usually given however; images of other children may be included in children's observations.

Early Years Practitioners are allocated certain time frames during their working hours, to enable them to upload any observations. This is all done within the setting and completed during these given times. Devices used to photograph children always remain in the setting, password protected and stored away every evening in a locked cabinet.

Tapestry is not used as a general communication tool between preschool and home. A child's Learning Journey is a

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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.

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. Staff and management have access to view all the children held on the system. This is due to staff observing all children within the Pre-School, not just their key children. When a child transitions to school or another setting, you have the opportunity to download and/or transfer your child's Learning Journey over before deletion take place.

