



EDGEBOROUGH SCHOOL

Tapestry

(Nursery and Pre-Prep)

Introduction

At Edgeborough (EYFS and KS1), we use an online system called Tapestry to record and store observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time and to share in their learning at school. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to strengthen the parent partnership.

For children in the EYFS, Tapestry will show their developmental progress through the Early Years Foundation Stage to completion of the Early Learning Goals (see EYFS Supplementary Policy). It serves as evidence as to their progress and development.

This policy is for all staff who use Tapestry to record observations and reports for children in the EYFS and KS1.

Linked Policies:

- Whistleblowing
- Safeguarding
- EYFS General Policy
- Curriculum Policy
- E-Safety Policy
- Staff Code of Conduct

Procedures:

Tapestry allows staff and parents to access the child's Learning Journey from any computer, tablet or phone via a personal, password-protected login.

- Staff access allows input of new observations and photos, amendment of existing observations and photos, report additions, memo writing. Staff may also comment on other observations.

- Manager access permits viewing of data, development of frameworks, the sharing of journals, management of pupils and staff, setting up of accounts.

- Parent access allows input of new observations and photos or the addition of comments on existing observations and reports. Parent log-ins do not have the necessary permission to edit existing material. Parents logging into the system are only able to see their own child's Learning Journey.

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.

At the beginning of each academic year an information session is offered to parents detailing/explaining how Tapestry is used, the security systems in place and the features it provides. Information is made available to parents on the school's website at: <https://www.edgeborough.co.uk/tapestry-online-learning-journals/>.

Staff Use:

a. Observations

Observations input into Tapestry can be uploaded by the staff author. They can be edited or removed by the Class Teacher, Key Person or the Head of Pre-Prep after being added to the child's Learning Journey if felt necessary.

All entries on Tapestry are appropriate, professional and relevant. In the EYFS they are 'flagged' according to the learning area and in the final year (Reception) acquisition/progress towards the ELGs may be reported.

For KS1 learning is shown and commented on with the purposefully designed Enquiry Assessment used where appropriate to document the child's Enquiry journey and attainment of key objectives.

The Learning Journey is started once the child has started Nursery, with entries made gradually during the first term as staff get to know the children.

New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.

A set number of observations a week/month is not articulated. Observations vary in number and are influenced by the nature of the week, the child (wow moments) and the point of the year.

In all written observations, other children are referred to by using the first name only.

All photographs taken of children are either taken directly on the Tapestry app, immediately uploaded to Tapestry or stored securely on the school's system/class tablet before being uploaded.

Tapestry is not used as a general communication tool between Edgeborough and home (the memos feature is however used as a one-way tool for quick reminders). 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. Parents may contact Edgeborough staff through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Parents are encouraged to comment or 'like' posted observations and to comment on reports (EYFS). They are not able to comment on group observations.

The collated journal is made available to parents as a pdf at the end of each academic year.

b. Transition

When a child leaves Edgeborough, should the new setting also subscribe to Tapestry, an electronic transfer of their journal can take place. Permission will be sought from the parent before this happens and group observations will not be included.

Using a secure key and with the consent of parents and setting, accounts are also received at Edgeborough in relation to new children.

c. Home Learning

Where digital platforms are utilised for home learning, Tapestry will be the favoured medium for the Nursery and Pre-Prep.

Images, videos and documents will be added as an observation to provide group of individual learning content. One observation per day with the commentary broken up into accessible 'lessons'.

Videos recorded will be professional and will not feature other children without consent.

Parents will submit work completed as an observation which will be commented on by staff within a week.

d. Reports

All EYFS reports are completed using the EYFS/Profile/Two Year Check template provided by Tapestry. These are carried out twice a year (Autumn and Summer Terms).

Reports are checked and authorised by the Head of Pre-Prep according to the reporting schedule.

Reports are commented on by parents.

Reports are included in the final pdf publication of the journal.

e. Memos

The memo feature is used by teachers to remind parents on future events.

This feature is also used to send useful tips, resources or websites for home.

At present, other features such as the care diary, tracking and reflections are not used at Edgeborough.

Safe Use:

All staff keep login passwords and PINs secure. They are not shared and are all different. Staff are asked to set browsers not to remember passwords.

Should a password or device be lost, stolen or accessed without authorisation then Tapestry are contacted (tapestry.support@eyfs.info) to temporarily deactivate the account / change passwords.

All staff receive basic training on how to use Tapestry securely.

Security:

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 a unique user id and password.

As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child. Other than family, the Head of Pre-Prep has responsibility for deciding staff that may view and contribute and view a child's Journal. Such tends to be; the child's Class Teacher/Key Person, Room Leader, OWL Coordinator and the Head of Pre-Prep. Journals are also available to the school's Marketing Team who are to check use of any images with The Head of Pre-Prep. Log in or password details will not be shared with anyone outside of Edgeborough School.

Managers uphold careful oversight into staff using Tapestry and the children linked to each account. Staff are immediately deleted should they leave the school.

Staff will take all responsible steps to ensure the safe keeping of any portable devices (i.e. the tablets they are using).

If accessing Tapestry on a private computer or device or not on Edgeborough School's premises, staff must maintain professionalism and confidentiality.

Staff should log out of Tapestry (app/programme) when they have finished in order to maintain confidentiality.

Staff use tablets and class cameras to take photographs for observations. Photos will be uploaded to the journal within a two week period and then deleted from the device (or saved in the school's secure system).

At all times staff must comply with the Child Protection/Safeguarding policies of the school, the Staff Code of Conduct and Internet Safety policies.