

Online Learning Journey Policy

Aims

Slaithwaite J and I school ensures that all children attending the setting have a personal Learning Journey which records photos, videos, observations and comments, in line with the Early Years Foundation Stage (EYFS) 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 and the stages of development of special educational needs to support children who have additional needs.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

- Early years Practitioners will be responsible for the compilation of all children's Learning Journeys.
- Slaithwaite J and I school uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos - parent log-ins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- 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.
- The Learning Journey is started once the child has started School. Some preschools also use Tapestry and the child's learning journal can be transferred to Slaithwaite C of E.
- During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be

uploaded within one week of the observation being made.

- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations.
- Due to Covid-19 Tapestry is now used as a communication tool between home and school. Information is shared and observations added about learning in times of Lockdown or bubble closure. (Please see the remote learning policy for more information)
- On a 'normal' School day we encourage all forms of communication for parents to contact school for any day to day matters; contacting the school office by telephone, in person or email. We have class email addresses, or you can request to speak to a teacher via telephoning the school or start and end of day.
- A child's learning journey is a document recording their learning and development and parents may add comments about observations or contribute photos, videos or information about activities they have been doing at home, which is extremely important during Covid-19.

Security

- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK. Tapestry is GDPR compliant and has a privacy notice. The school has signed a contract agreeing to Tapestry's terms and conditions.
- 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.

Person responsible: Paula Cherrington

Next review date: March 2022